

CHANGE }
No. 4 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 November 1979

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF RESEARCH AND
DEVELOPMENT FUNCTIONAL FILES

Effective 1 January 1980

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 Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

This change revises descriptions and disposition instructions for file numbers 1309-01 and 1309-02 and provides general updating.

AR 340-18-13, 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>
11 and 12	11 and 12
25 and 26	25 and 26

3. File this change sheet in front of 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:

Official:
J. C. PENNINGTON
*Major General, United States Army
The Adjutant General*

E. C. MEYER
*General, United States Army
Chief of Staff*

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Research and Development Functional Files—C.

Posted
1 Oct 75

AR 340-18-13
C 3

CHANGE }
No. 3 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 12 September 1975

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF RESEARCH AND
DEVELOPMENT FUNCTIONAL FILES

Effective 1 January 1976

This change revises the disposition instructions of file numbers 1301-08 and 1305-01 and makes minor corrections in the paragraph on Applicability.

AR 340-18-13, 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
5 and 6.....	5 and 6
13 and 14.....	13 and 14

3. File this change sheet in front of 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
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 Research and Development Functional Files—C (Qty Rqr Block No. 288).

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 30 September 1974

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF RESEARCH
AND DEVELOPMENT FUNCTIONAL FILES

Effective 1 January 1975

This change revises the descriptions of file numbers 1309-01 and 1309-02 and corrects the office symbol on the authentication page.

AR 340-18-13, 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>
25 and 26	25 and 26
Authentication	Authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Research and Development Functional Files—C (Qty Rqr Block No. 288)

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 26 July 1973

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF RESEARCH
AND DEVELOPMENT FUNCTIONAL FILES

Effective 1 January 1974

This change revises the disposition of file number 1304-11.

AR 340-18-13, 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>
11 and 12.....	11 and 12
Authentication.....	Authentication

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

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

By Order of the Secretary of the Army:

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

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

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Maintenance and Disposition of Research and Development Functional Files: C (Qty Rqr Block No. 288).

12 September 1975

C 3, AR 340-18-13

*AR 340-18-13

ARMY REGULATION }
No. 340-18-13 }

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

OFFICE MANAGEMENT

MAINTENANCE AND DISPOSITION OF RESEARCH AND
DEVELOPMENT 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 research and development functions will use this regulation to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices will be governed by AR 340-18-1 and/or the Army regulation in the 340-18 series pertaining to the function of 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 380-18-2 through 340-18-15.

3. **Scope.** Under the Army Functional Files System, files relating to the major functional category of Research and Development have been assigned the basic file number 1300. This regulation contains file numbers, descriptions, and retention periods for files relating to actions taken from the inception of ideas (domestic or foreign) through the investigation or discovery of research potentials; the creation and testing of new or improved theories, techniques, processes, materials, or items; and the evaluation, standardization, and final acceptance or rejection for use by the Army. They are accumulated by offices at the Army staff which are responsible for planning, directing, and supervising the overall research and development program; offices of developing agencies (any Department of the Army agency authorized to engage in research and development); and subordinate commands and installations thereof. Common Mission Files are described in this regulation under file numbers 1301-1 through 1301-08. Other mission files are grouped into eight subfunctional categories, as follows:

*This regulation, together with AR 340-18-1, AR 340-18-2, AR 340-18-3, AR 340-18-4, AR 340-18-5, AR 340-18-6, AR 340-18-7, AR 340-18-8, AR 340-18-9, AR 340-18-10, AR 340-18-11, AR 340-18-12, 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>
1302	Research and development study, proposal, and requirement files.....	6
1303	Technical committee files.....	9
1304	Research and development control files.....	10
1305	Research and development case files.....	14
1306	Human factors and operations research project files.....	17
1307	International research, development and standardization files.....	18
1308	Project and commodity management files.....	23
1309	Meteorological files.....	25

1301 COMMON MISSION FILES

1. Common mission files may accumulate in any office to document performance of its assigned research and development 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: 1301-02 R&D Administrative Files, 1301-03 Operations Research Agreement Files, 1301-07 Meteorological Reference Paper Files.

offices of major subcommands

File No.	Description	Disposition
1301-01	<p>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; SOP's or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semi-official and authoritative instructions; and official training materials.</p>	<p>A. Offices at HQ Department of the Army, offices of major and intermediate commands, headquarters, and elements in a combat zone or designated as a combat support element in a combat support element in a combat zone (as defined by AR 310-25): Permanent. Cut off annually or on suppression or obsolescence, as reference needs require.</p> <p>B. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.</p>
1301-02	<p>Administrative files. Documents relating to the overall or general routine administration of research and development activities, but exclusive of specific files described in this regulation. These files include, but are not limited to:</p> <ul style="list-style-type: none"> a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission or function of the office, documents should be filed with the appropriate mission functional files. b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project. c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports, prepared to submit data to offices responsible for these management functions. d. Extracts of IG, GAO, AAA, or comparable reports of 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 Research and Development. f. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission or functions. 	<p>Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cut off file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>

gm
per NCAH-82-17
1/12/83

copy in 5 year blocks after 20-25 years

File No.	Description	Disposition
1301-03	<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 nonfederal 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, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.</p>	<p>Office requesting support and office providing support: agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.</p> <p>Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p>
1301-04	<p>Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents.</p>	<p>Destroy on supersession or obsolescence.</p> <p><i>A (1) Elements of HQ DA, major commands, and major subcommands: Permanent. Offer 20 years after cutoff.</i></p>
1301-05	<p>Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p>	<p>Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent Cut off when no longer needed for current operations.</p> <p>Offices of other committee members: Destroy when no longer needed for current operations.</p> <p><i>A (2) Elements at other command levels: Destroy 10 years after committee is dissolved.</i></p>
1301-06	<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 definition 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 visits, 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>
1301-07	<p>Reference paper files. Documents used to facilitate, control, or supervise the performance of a specific function, process or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction,</p>	

1-AU-81-5, item 1 & NEI-AU-78-64, item 1; Posted by RAW, 4/29/81

File No.	Description	Disposition
	process, or action they are used with. Reference paper files consist of the following types of documents:	
	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 definition 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.	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.
	b. Cards listings, indexes, and similar documents used for facilitating and controlling work.	Destroy when no longer needed to facilitate or control work.
	c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.	Destroy when superseded, obsolete, or no longer needed for reference.
	d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.	Destroy after 1 year, however, earlier destruction is authorized.
	e. Extra copies of documents maintained by action officers which reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	Destroy after 1 year, however, earlier destruction is authorized.
	f. Copies of documents accumulated by supervisory officers, such as chief 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.	Destroy after 1 year. However, documents in the inactive file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is also authorized.
★1301-08	Unidentified files. Documents relating to the performance of mission activities not described in this regulation.	Retain in CFA until file number is added to this regulation.
	<i>Note.</i> Use of this temporary file number requires prior approval of the organization's records management officer.	

1302 RESEARCH AND DEVELOPMENT STUDY, PROPOSAL, AND REQUIREMENTS FILES

These records are accumulated from processes involving the development of long range guidance for research and development based on military requirements and the development of objectives and phasing of research and development.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1302-01	R&D planning files. Documents that accumulate from the process of developing long range plans or forecasts in research and development. They involve the establishment of schedules to achieve the Army's long range research and development objectives, the formulation of new concepts and requirements in research and development for planning purposes, and similar matters. Included are research and development long range plans, research and development forecasts, documents reflecting the evolution of these plans or forecasts and documents contributing to the development of the plans or forecasts.	Offices performing Army wide staff responsibility and offices responsible for preparation of the plan or forecast: Permanent. Cutoff on supersession. Contributing offices: Destroy after 5 years. Commenting or coordinating offices: Destroy after 2 years or on supersession, as applicable.
1302-02	R&E Policy Council files. Documents relating to the Army's participation in, or relationships with, the Research and Engineering Policy Council. Included are agenda and minutes of meetings of the Council, memoranda reflecting the Army's position on subjects considered by the Council, and related documents.	Office of the Army member: Permanent. Retire when no longer required for current operations.
1302-03	Coordinating committee files. Documents relating to the Army's participation in, or relationships with, the various coordinating committees of the Director of Defense, Research and Engineering, Office of the Secretary of Defense. Included are agenda and minutes of meetings, memoranda reflecting the Army's position on subjects considered by the committees, communications containing the nominations of Army members to the committees and related documents.	Office of the Army member: Permanent. Retire when no longer needed for current operations. Other offices of the Army staff: Destroy after 2 years.
1302-04	Army Scientific Advisory Panel files. Documents accumulated by the Executive Secretary of the Army's Scientific Advisory Panel concerning review and evaluation, appraisal of facilities, and study and recommendations on special problems of research and development in the Army. Included are documents reflecting actions taken and matters considered by the panel, such as agenda of meetings, minutes of meetings, reports and recommendations distributed to panel members, and similar documents.	Offices of the panel secretariat and ad hoc group staff assistants: Permanent. Retire when no longer needed for current operations.
1302-05	Army R&D Review Board files. Documents accumulated from the activities of the R&D Review Board reflecting the review of program segments and budget estimates of elements of the R&D Program.	Office of the board's chairman or secretariat whichever is designated as the office of record: Permanent. Offices of board members: Destroy after 2 years.
1302-06	R&D Command schedule files. Documents relating to cost projections for research and development pro-	Offices performing Army-wide staff responsibility: Destroy after 2 years.

File No.	Description	Disposition
	jects, including information about program objectives in terms of projects, tasks, status and time phasing for development, and funds required. These files include command schedules and directly related documents.	Offices of development agencies at the Army staff and at headquarters of major or intermediate commands responsible for submission of the schedules to Headquarters Department of the Army: Permanent. Other offices: Destroy after 2 years.
1302-07	Unfunded study files. Documents accumulated in providing information for use in, and in exchange for copies of, studies conducted and funded by civilian concerns as a part of their defense-oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and related papers.	Office performing Army-wide staff responsibility: Permanent. Offices at headquarters of developing agencies and offices of the sponsoring installation: Destroy after 6 years. (Cut off on completion or cancellation of the study). Other offices: Destroy after 2 years.
1302-08	Independent research program review files. Documents relating to the review of industrial research and development programs, supported in part by RDTE funds allowed for general overhead to assure that the Army does not conduct, contract for, or indicate a potential need for duplicate research. Included are company brochures summarizing the results of research efforts, received copies of technical evaluations, coordinating actions, final evaluations, and related papers.	Offices at headquarters of developing agencies: Destroy after 6 years. Other offices: Brochures: Destroy when no longer needed for reference. Other papers: Destroy after 2 years.
1302-09	Qualitative development requirement information (QDRI) guide files. Documents relating to the preparation, coordination, and issue of QDRI guides or comparable publications containing guidance on program operation and compilations of research and development problems or QDRIs, for which solutions are wanted. Included are coordinating actions on proposed guides, record copies of the guides, forms or other communications containing individual problems, and related papers.	Office responsible for preparing the guides: Individual problem or QDRI submission forms: Destroy after 2 years. Other documents: Permanent. Other offices: Published guides: Destroy when superseded, obsolete, or no longer needed for reference. Other papers: Destroy after 2 years.
1302-10	Problem statement files. Documents accumulated in providing information on individual research and development problems and needs to industrial, academic, and non-profit research concerns. The information enables the concerns to determine how they can most effectively seek participation in the Army RD program, to prepare and submit unsolicited proposals directed toward solving the stated needs, and to orient their research and development programs toward maintaining the capability for response to definite requirements for research or hardware development. Included are completed QDRI forms or comparable problem statements, coordinating actions, communications from qualified concerns indicating whether or not they can assist in fulfilling the stated needs, and related papers, but not unsolicited proposals, or reports equivalent thereto resulting from the QDRI or problem statement.	Destroy 2 years after revision, cancellation, or expiration of the QDRI or problem statement.
1302-11	Information-to-industry briefing files. Documents created in briefing representatives of industrial,	Destroy after 5 years.

File No.	Description	Disposition
	academic, and nonprofit research concerns, on current research and development problems and anticipated requirements. Included are briefing invitations and announcements, registration documents, listings of attendees, agendas, minutes of briefings or copies of presentations given, and related papers.	
1302-12	QDRI registration files. Documents accumulated in qualifying and registering industrial, academic, and research concerns for participation in the QDRI or comparable program. Included are application forms and brochures reflecting qualifications of the concerns, evaluations of qualifications, copies of policy agreements for release of QDRI information, confirmatory approvals, and related papers.	Destroy 1 year after pertinent data has been recorded on field of interest index cards, punched cards, or ADP tapes.
1302-13	QDRI registration listing files. Index cards or tabular listings showing concerns registered in the QDRI program by fields of interest. They are used primarily in determining distribution of QDRI information.	Destroy on supersession, obsolescence or when no longer needed.
1302-14	QDRI activity reporting files. Documents created in reporting QDRI program activity, such as the number of concerns registered in the program, the number of contracts made by registered concerns, number of unsolicited proposals received, and similar statistical data. Included are activity reports and papers directly related to them.	Office requiring the report: Permanent. Other offices: Destroy after 2 years.
1302-15	Unsolicited proposal files. Documents relating to the receipt and administration of the evaluation of unsolicited disclosures, data, suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from QDRI or similar problem statements, memorandums of understanding, communications with submitters, evaluations, and related papers.	Office of record established pursuant to the provisions of AR 27-60: Destroy after 6 years.

1303 TECHNICAL COMMITTEE FILES

These records relate to the activities of the Army Technical Committee. The records reflect the assignment of members; the coordinating, approval, and recording of actions and decisions relating to research, development, test, and evaluation; type classification of material; the transfer of logistic responsibility; and other decisions related to material.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1303-01	Technical Committee membership files. Documents reflecting the assignment of members to the technical committees.	Offices of the Technical Committees: Permanent. Retire 2 years after relief of the member concerned. Other offices: Destroy on relief of the member concerned.
1303-02	Technical Committee operations files. Documents of a general nature relating to the operations of a technical committee, such as agenda of meetings, minutes of meetings, directives, membership lists, and similar papers. Arrange chronologically by type.	Office of the committee chairman or secretariat, whichever is designated as the office of record: A Chairman or secretariat at the Army staff: Permanent. B Chairman or secretariat at headquarters of major and intermediate commands: Permanent. Retire after 2 years in the CFA and 3 years in the RHA. C Offices of committee members Destroy after 1 year.
1303-03	R&D project items files. Case or items files consisting of papers relating to the establishment, revision, or termination of projects; the assignment of type designators (model numbers); type classification; and comparable matters. Arrange by project or item number, or by nomenclature, or chronologically.	Office of the committee chairman or secretariat, whichever is designated as the office of record: Chairman or secretariat at the Army staff: Permanent. Retire 2 years after completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action. Chairman or secretariat at headquarters of major and intermediate commands: Permanent. Cut off on completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action. Retire after 2 years in the CFA and 3 years in the RHA.

1304 RESEARCH AND DEVELOPMENT CONTROL FILES

These records relate to the development of procedures and rules for the research and development program, the administration and control over research and development projects, and the collection, dissemination, and exchange of scientific information.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1304-01	R&D supervisory files. Documents relating to the overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with papers relating to a specific project or task, as defined in subfunctional category 1305 of this regulation.	<p>A Offices performing Armywide staff responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent.</p> <p>B Offices at headquarters of intermediate commands responsible for supervision of the R&D function: Permanent. Retire after 2 years in the CFA and 3 years in the RHA.</p> <p>C Offices involved in research, development, test, or evaluation at installations and laboratories: Destroy after 2 years in the CFA and 3 years in the RHA.</p> <p>D Other offices: Destroy after 2 years.</p>
1304-02	Foreign scientific information files. Documents relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included are papers relating to plans for cooperation, discussions, visits with foreign government officials, and comparable relationships.	Permanent.
1304-03	Weapons Systems Evaluation Group/(WSEG) study files. Documents relating to the review and evaluation of Weapons Systems Evaluation Group studies, the contents of which reflect weapons systems and their influence on future strategy, organization, and tactics; the allocation of resources for the development of new weapons systems; costs of new weapons system; and related matters.	Offices of the Army staff responsible for coordinating the study: Permanent. Commenting offices: Destroy after 2 years.
1304-04	National Inventor's Council files. Documents accumulated from the Army's representation on the National Inventors Council. Included are statements of the Army's positions, minutes of meetings of the council, and related documents.	Office of the Army member: Permanent. Other offices: Destroy after 2 years.
1304-05	RD project control files. Documents accumulating from the supervision, management, and administration of research, development test, and evaluation projects at subordinate installations, activities, and elements. Included are documents relating to project appraisals; recommendations for project initiation, termination, or cancellation; review and analysis of specific RD projects; and other papers relating to the projects, but exclusive of documents belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title.	<p>Offices performing Army-wide staff responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Retire 2 years after completion, termination or cancellation of the project.</p> <p>Offices at headquarters of intermediate commands: Permanent. Cut off on completion, termination, or cancellation of the project. Retire after 2 years in the CFA and 3 years in the RHA.</p> <p>Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after comple-</p>

File No.	Description	Disposition
1304-06	Project register files. Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.	tion, termination, or cancellation of the project. However, correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA. Offices of the Army staff and headquarters at major and intermediate commands: Permanent. Cut off on supersession, when register is filled, or on completion of the project, whichever is applicable. Other offices: Destroy when no longer needed for current operations.
1304-07	Equipment name files. Documents relating to the assignment of popular names to development items of equipment. Included are correspondence containing proposed names, coordinating actions on the proposed names, approvals, and related papers.	Offices responsible for obtaining Secretary of the Army approval: Permanent. Offices of developing agencies of the Army staff and headquarters of major and intermediate commands proposing the name: Permanent. Cut off on type classification of the related equipment. Commenting offices: Destroy after 2 years.
1304-08	Test scheduling files. Documents created in the development of coordinated, integrated, command-wide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and related papers.	Office responsible for preparation of the consolidated schedule: Permanent . Other offices: Destroy after 2 years.
1304-09	Test control files. Documents relating to the management, administration, and control of tests of RD and other items which are conducted by subordinate testing organizations. Included are engineering, service, and other test directives, plans, and reports; and correspondence relating to the test.	Offices of Test Directors at intermediate command headquarters, and offices of System Test Managers: Destroy 5 years after completion of the last scheduled test of the item.
1304-10	Installation test scheduling files. Documents used by testing organizations to authorize, schedule, and control the testing and evaluation of individual items. Included are copies of project orders, copies of operating schedules, critical events feeder reports, and related papers.	Destroy 2 years after completion of related test.
1304-11	Item testing files. Documents relating to the testing and evaluation of RD items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for corrective action. Included are research, environmental, engineering, service, and other test directives; plans, and preliminary and final reports; firing reports; related correspondence; and comparable test data.	Testing organizations: Destroy 5 years after approval of final test report. Testing element of testing organization: Destroy when no longer needed for conduct of testing.
1304-12	RD specification and drawing files. Preliminary, experimental, and final specifications and drawings created in connection with research and development projects. Arrange by drawing or specification number, or by project or item nomenclature.	A Offices delegated responsibility for maintenance of record sets: <u>Permanent</u> . Cut off on supersession or obsolescence. B Other offices: Destroy on supersession or obsolescence.
1304-13	RD project reporting files. Reports prepared by developing agencies containing information about individual research, development, test, and evalua-	Destroy on completion or cancellation of the project, on revision of the card or plan, or when no longer needed for reference, whichever is sooner.

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1304-12

File No.	Description	Disposition
	tion projects and project tasks, including the identification, time phasing, requirements and objectives, and other information about the project or task. Included are research and technology resumes (DD Form 1498), development plans, or similar reports.	
1304-14	Technical report record files. These consist of one copy of each preliminary, progress, or final RD technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.	Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off at the end of the calendar year. Retire in January of the following year.
★1304-15	Technical report reference files. Copies of documents maintained to provide reference for an entire RD agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of these reports of interest which are received from other sources.	Destroy on supersession, obsolescence, or when no longer needed for reference.
1304-16	Research task reporting files. Documents used in compiling information on research studies to be conducted or sponsored by the Department of the Army. The reports reflect the research, project number, title, and name of the investigator; purpose, approach, and status of the study; and similar information. Included are research task reports, research and technology unit summaries, and papers directly related to the reports.	Offices performing Army-wide staff responsibility: Research and technology work unit summaries: Permanent. Research task reports: Destroy 1 year after publication of the summary. Reporting offices of developing agencies at the Army staff, headquarters of major and intermediate commands, and laboratories: Destroy after 2 years.
1304-17	Laboratory notebook files. Notebooks used to record and preserve engineering and scientific data, and to provide legal evidence of the date of conception of invention. Notebooks are generally of two types: those containing technical data which is routine, fragmentary, or duplicated in technical reports and papers; and those containing data essential in establishing patent rights. In addition to the author's name, all laboratory notebooks will be identified by the titles and numbers of the projects, tasks, or subtasks to which they pertain.	Destroy 23 years after completion of the last project covered by the workbook or when no longer needed for reference, whichever is later. Do not retire.
1304-18	RD film reporting files. Documents reflecting such data as new motion picture films being produced by or for Army research and development activities, scheduled activities or tests which require photographic support, and of film material sub-	Offices performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	mitted during the reporting period. Included are research and development film reports and papers relating to the reports.	
1304-19	RD film background files. Documents relating to the preparation, review, and issue of research and development motion picture films. Included are scenarios, comments on answer prints, recommendations concerning distribution, coordinating actions on the films, and related papers.	Offices performing Army-wide staff responsibility: Destroy after 5 years. Other offices: Destroy after 2 years.
1304-20	RD film files. Negatives and prints of official Department of the Army research and development motion picture films.	Destroy in accordance with AR 108-5.
1304-21	Scientific and raw data files. Documents maintained and used by scientific and engineering personnel for research, development, and test of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes; drafts of technical reports and articles; telemetering, oscilloscopes, and time and motion films and recordings; tapes; punched cards; sound recordings; and similar rough or raw data which is not made a part of the official RD item case file.	Destroy on incorporation or summarization of the data in a technical report or paper; on completion of the project, task, or subtask; or when no longer needed for research, within the field of inquiry.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1305-02	Authorization files. Documents reflecting actions leading up to and including the authorization for initiation of a project, task, or subtask. Included are project proposals; copies of military requirements, military characteristics, and technical characteristics; technical committee minutes; and related correspondence.	See 1305-01.
1305-03	RD procurement files. These files consist of a copy of the RD contract or grant agreement (if the project includes one), with changes, modifications, or addendums thereto.	See 1305-1.
1305-04	RD item test data files. Documents received from testing elements of design agencies which reflect the results of tests, trials, and evaluations of research and engineering design of RD items. Included are test reports and comparable test data.	See 1305-1.
1305-05	RD item specification and drawing files. Copies of experimental, preliminary, and final drawings and copies of specifications or technical requirements created in the design, engineering development, and modification of an item.	See 1305-01.
1305-06	RD item cross-reference files. Cross-references or notations as to the existence and location of scale models, motion picture films, and comparable items which are not filed with the project, task, or subtask file	See 1305-01.
1305-07	RD item report files. Documents consisting of a copy of each technical, progress, or test report issued or received in connection with a project, task, or subtask. Included are feasibility, cost effectiveness, and state-of-the-art study reports; weekly, quarterly, and final progress reports; contractor reports; research, engineering and service test plans and reports; and reprints from scientific journals which pertain to basic research projects supported by the Army.	See 1305-01.
1305-08	RD item correspondence files. Retained copies of correspondence relating to a project, task, or subtask.	See 1305-01.
1305-09	RD item meeting files. Minutes of meetings, conference reports, trip reports, reports of consultations, and similar papers pertaining to the project, task, or subtask.	See 1305-01.
1305-10	RD item film files. Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask, the original negatives of which have been forwarded to the Army Pictorial Center in accordance with AR 108-5.	See 1305-01.
1305-11	RD item photographic files. Copies of photographs and color transparencies relating to a project, task, or subtask which are routine in value or in which the permanent negatives have been forwarded to the U.S. Army Photographic Agency in accordance with AR 108-5	See 1305-01.

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<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1305-12	RD item training files. Documents relating to a project, task, or subtask office's participation in the preparation of a course of technical instruction or training on the project item.	See 1305-01.
1305-13	RD item maintenance files. Documents relating to the development of a maintenance support plan or maintenance package for the RD item. Included are draft maintenance allocation charts, lubrication orders, technical manuals, and spare parts lists.	See 1305-01.
1305-14	RD item completion notice files. Documents reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.	See 1305-01.
1305-15	Other RD item files. These files consist of other documents as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.	See 1305-01.

**1306 HUMAN FACTORS AND OPERATIONS RESEARCH
PROJECT FILES**

The files described in this subdivision relate to the conduct, review, and evaluation of operations research projects (other than those included in the Combat Development Program) and human factors research projects sponsored by agencies and commands whose projects are not approved by technical committee action. These human factors research projects are concerned with research on personnel selection, classification, assignment, and utilization; training; motivation; and leadership; and the non-material aspects of unconventional and psychological warfare. Operations research projects are concerned with the analysis of tactical operations, logistical operations and operational environment and tactical requirements for determining material characteristics and requirements. Human factors and operations research projects, which are identified by the DA project number, consist of contracts with research organizations for the performance of groups of independent studies or are conducted by Army facilities requiring no contract. As a result no distinct overall project case file is created. Separate files described in succeeding file numbers which relate to overall human factors and operations research are, however, analogous to a project case file. The majority of human factors and operations research files are accumulated by DA staff agencies. Some, however, are accumulated by lower echelons.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1306-01	Human factors or operations research case files. Documents relative to the conduct or technical supervision or individual human factors and operations research study projects. Included are project proposals and approvals, study reports, preliminary evaluations of the reports, and related correspondence.	<p>A Project office and offices of project advisory committee chairman: Permanent. Cut off annually, or on completion of evaluation.</p> <p>B Offices of project advisory group members: Destroy 2 years after completion of the study.</p>
1306-02	Agency work program files. Documents reflecting statements of human factors research tasks which have been approved for execution. They are accumulated by agencies sponsoring or conducting human factors research. Included are agency work programs and communications directly related to the work program.	Destroy after 5 years.
1306-03	Operations research study evaluation files. Documents relating to the formal Department of the Army review and evaluation of final operations research study project reports. Included are final study reports, comments of other DA staff agencies, and documents reflecting the official DA position on the study report.	<p>Office responsible for establishing the official DA position: Permanent.</p> <p>Other offices: Destroy after 2 years.</p>
1306-04	Study report distribution files. Documents relating to the distribution of human factors and operations research study reports. Included are distribution lists, requests for reports, and transmittal letters.	Destroy after 2 years or on supersession, as applicable.

1307 INTERNATIONAL RESEARCH, DEVELOPMENT AND
STANDARDIZATION FILES

The records are created from the process of achieving standardization and collaboration between the United States and friendly foreign countries. The objective is to obtain economy in the use of combined resources and effort, and to plan for and to execute joint and combined military operations with the greatest possible degree of interoperability.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1307-01	International standardization files. Documents relating to the general international standardization programs, which due to their general nature cannot be maintained as an integral part of the files maintained below.	A Offices performing Army-wide service-wide, and major or intermediate command-wide responsibility: Permanent. B Other offices: Destroy after 2 years.
1307-02	Standardization committee files. Documents relating to the work of standardization committees, including the monitoring and coordination of Quadripartite standardization materiel and research coordination activities and the assignment of projects proposed for future standardization. Included are agenda, minutes of memoranda of the meetings, communications reflecting coordinating actions, and related papers.	A Primary standardization office: Permanent. Retire when no longer needed for reference. B Offices of committee members: Destroy when no longer needed for current operations.
1307-03	Quadripartite standardization conference files. Documents accumulated from Army participation on specialized quadripartite standardization conferences which are concerned with arriving at recommendations concerning the degree of standardization for materiel items or fields of materiel items, and recommendations designed to further the aims of standardization. Included are agenda, papers reflecting the Army's position, minutes or reports of meetings, comments on the final conference reports, and other related papers.	Primary Standardization Office: Permanent. Retire when no longer needed for reference. Other offices: Permanent.
1307-04	Standardization accreditation files. Documents relating to the accreditation or attachment of members of one of the Quadripartite Armies to military agencies of another army.	Offices responsible for approval of the accreditation: Permanent. Other offices: Destroy after 2 years.
1307-05	Standardization list files. Documents reflecting projects or items and formal coordination on which two or more of the Quadripartite Armies are prepared to devote priority standardization effort, or have indicated a desire to collaborate, but are not prepared to accept the provisions of priority standardization projects.	Primary Standardization Office: Permanent. Cut off on completion of standardization action. Retire when no longer needed for reference. Other offices: Destroy on completion of standardization action.
1307-06	Information exchange lists files. Documents reflecting items on which each of the other Quadripartite Armies foresees no standardization requirements, but is interested in receiving information on the project involved. Included are information exchange lists and communications directly related to the lists.	Primary Standardization Office: Permanent. Cut off on discontinuance of the project. Retire when no longer required for reference. Other offices: Destroy on completion of the project.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1307-07	Quadripartite meetings lists files. Lists reflecting all meetings and conferences officially sponsored by an army under the Quadripartite Standardization Program.	Primary Standardization Office: Permanent. Cut off and retire when no longer needed for reference.
1307-08	Policy statement coordination files. Documents accumulated from the coordination of British, Canadian and Australian equipment development policies or statements and material requirements statements. Included are draft equipment policy statements and requirements, coordinating actions on the policy or requirements statements, copies of the approved statements, and directly related papers.	Offices performing Army-wide staff responsibility: Permanent. Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion of standardization actions. School or installation responsible for study and development of the uncoordinated comment: Permanent. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-09	Military characteristics (MC's) coordination files. Documents relating to the coordination of British, Canadian and Australian military characteristics for items of equipment. Included are copies of the military characteristics, changes to these documents, communications received commenting on the military characteristics, and related documents. (Documents relating to British, Canadian, and Australian comments on U.S. Army MC's are filed in the project control file.)	Offices performing Army wide staff responsibility: Permanent. Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion of standardization action. Installation or board responsible for development of the uncoordinated comment: Permanent. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-10	Engineering design coordination files. Documents relating to coordination of British, Canadian, and Australian engineering specifications for items of equipment. Included are copies of engineering specifications, communications received commenting on proposed specifications, communications relating to resolution of differences, and related papers. (Documents relating to British, Canadian, and Australian comments on U.S. Army engineering design are filed in the RD project case file or the RD project control files.)	Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion of standardization action. Offices at the responsible laboratory or installation: Permanent. Cut off on completion of standardization action. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-11	Engineering test coordination files. Documents relating to the coordination of British, Canadian, and Australian plans for engineering tests of items of equipment. Included are copies of the plans for the tests, communications containing recommendations on the proposed plans, invitations to participate or send observers to tests, and other directly related papers. (Documents relating to British, Canadian and Australian comments on U.S. Army engineering tests are filed in the RD project control file or the project case file.)	Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion of standardization action. Offices at the responsible laboratory, installation, or proving ground: Permanent. Cut off on completion of standardization action. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-12	User test coordination files. Documents relating to the coordination of British, Canadian, and Australian plans for user test of items of equipment. Included are copies of the plans for the tests, communications concerning training recommendations	Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion of standardization action.

File No.	Description	Disposition
	on the proposed plans, invitations to participate or send observers to tests, reports of test, communications commenting on tests, and related documents. (Documents relating to British, Canadian, and Australian comments on U.S. Army user tests are filed in the RD project control file or the project case file.)	Offices at the responsible installation or board: Permanent. Cut off on completion of standardization action. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-13	Type classification coordination files. Documents relating to the coordination of British, Canadian, and Australian proposals for the adoption of items of equipment as standard types within their respective armies. Included are requests for comments on proposals and related documents. (Documents relating to British, Canadian and Australian comments on U.S. Army type classification proposals are filed in the RD project control file.)	Offices performing Army-wide staff responsibility: Permanent. Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion of standardization action. Offices at installations and boards responsible for development of the uncoordinated comment: Permanent. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-14	Quadripartite research coordination files. Documents accumulated from the coordination of British, Canadian, and Australian research or investigative projects (projects without MC's) to insure full cooperation and collaboration in research matters for the purpose of achieving the greatest possible efficiency in the use of combined resources, personnel and effort. Included are notifications of the establishment of research projects; recommendations as to the degree of standardization to be attempted for improving the exchange of information and similar matters; documents of correspondence groups, reports of meetings, and research progress reports; and related papers. (Documents relating to British, Canadian, and Australian comments on U.S. Army research projects are filed in the RD project control file and/or the RD project case file.)	Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Offices at laboratories assigned responsibility for coordination of the research project: Permanent. Cut off on completion of the project. Retire after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-15	Quadripartite equipment loan files. Documents relating to the arrangement and action taken in the exchange or loan of equipment for test and evaluation among the Quadripartite Armies. Included are requests for loans of equipment, requests for extension of time periods for the loan of equipment, approvals, and related papers.	Office responsible for authorizing the loan: Permanent. Retire after 3 years. Other offices: Destroy after 3 years.
1307-16	Loaned equipment test report files. Documents accumulated from the test of British, Canadian and Australian equipment loaned to the U.S. Army for test and evaluation. Included are test reports and directly related papers. (Documents relating to British, Canadian and Australian tests of U.S. Army equipment are filed in the RD project control file and the RD project case file.)	Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire after 2 years.
1307-17	Equipment loan report files. Reports reflecting the purpose, quantity, and value of equipment loaned to the British, Canadian and Australian Armies which are forwarded to the higher headquarters, including documents related to those reports.	Office performing Army-wide staff responsibility and requiring the report: Permanent. Reporting office: Destroy after 2 years.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1307-18	Air Standardization Coordinating Committee (ASCC) membership files. Documents accumulated in appointing Army members to the working parties of the Air Standardization Coordinating Committee (ASCC). Included are appointment documents, notifications of appointments, notifications of changes in membership, and directly related papers.	Offices responsible for the appointment of members: Permanent. Retire 2 years after termination of the appointment or termination of representation on the working party. Other offices: Destroy 1 year after termination of appointment or termination of representation on the committee.
1307-19	Air standards coordinating files. Documents accumulated in coordinating draft air standards, ASCC reports, and national statements with interested agencies. Included are coordinating actions on proposed standards, communications relating to the standards, approvals, ASCC working party reports and minutes, national statements draft standards, and related papers.	Offices responsible for final Army approval of the air standard: Permanent. Office of the Army member of the working party: Permanent. Retire 2 years after publication of the air standard. Commenting offices: Destroy after 2 years.
1307-20	North Atlantic Treaty Organization (NATO) standardization files. Documents relating to the Army's participation in that portion of the NATO Standardization Program concerned with the standardization of items of equipment under research and development. Included are coordinating actions on proposed standardization agreements, communications concerning the standardization agreements, and comparable papers.	Offices performing Army-wide staff responsibility: Permanent. Retire 2 years after completion of standardization action. Offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Offices at the installation responsible for the development of the uncoordinated comment: Permanent. Retire after 2 years in the CFA and 3 years in the RHA. Other offices of the Army staff: Destroy after 2 years, or 2 years after completion of standardization action, as applicable.
1307-21	Development sharing program files. Documents accumulated from the U.S. Army-Canadian development sharing program, involving Canadian participation in U.S. Army developmental projects and U.S. Army participation in developmental projects originating in Canada. Included are correspondence or other papers exchanging information about projected developmental projects, proposals to participate in developmental projects and similar documents.	Offices performing Army-wide staff responsibility and offices of developing agencies at the Army staff and at headquarters of major commands: Permanent. Offices at headquarters of intermediate commands: Permanent. Retire after 2 years in the CFA and 3 years in the RHA.
1307-22	Mutual Weapons Development (MWD) program review files. Documents relating to the review and appraisal of the Mutual Weapons Development Program (MWDP). Included are program progress reports, reports of technical visits or surveys by U.S. personnel of MWD projects, correspondence containing information about projects, and similar documents.	A Offices performing Army-wide staff responsibility: Permanent. Retire after 5 years. B Offices of developing agencies at the Army staff, and at headquarters of major and intermediate commands: Permanent. Retire after 5 years. Other offices: Destroy after 2 years.
1307-23	MWD project files. Documents accumulated in providing financial and technical assistance to selected individual Mutual Weapons Development Program projects. Included are project proposals, project evaluations, reports of technical assistance visits to individual projects, test reports, correspondence concerning the projects, and related papers.	Offices performing Army-wide staff responsibility, and offices of developing agencies at the Army staff and at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion or termination of the project or rejection of the project proposal. Office of project officers at installations and laboratories: Permanent. Cut off on comple-

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File No.	Description	Disposition
1307-24	MWD data exchange agreement (MWDDEA) files. Record copies of mutual weapons development data exchange agreements (MWDDEA) for each project under the data exchange program.	tion or termination of the project. Retire after 2 years in the CFA and 3 years in the RHA.
1307-25	MWDDEA project files. Documents accumulated from providing technical assistance such as advice, information, instrumentation; test equipment, components, test assistance, and the use of U.S. Army test facilities and installations for individual MWDDEA projects. Included are correspondence containing Army recommendations on the project, correspondence and technical information exchanged on a project officer basis, communications relating to the project, and similar papers.	Offices performing Army-wide staff responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major and intermediate commands: Permanent. Retire 2 years after completion or termination of the project. Offices of project officers at installations: Permanent. Cut off on completion of the project. Retire after 2 years in the CFA and 3 years in the RHA.
1307-26	MWDDEA report files. MWDDEA progress reports and directly related papers reflecting—for each data exchange agreement—visits made, documentary information furnished, information received, lists of items furnished under technical assistance, and comparable data.	Offices performing Army-wide staff responsibility: Permanent. Offices of developing agencies at the Army staff, and at headquarters of major and intermediate commands: Destroy 2 years after completion of the related project. Offices of project officers at installations and laboratories: Cut off on completion of the project: Destroy after 2 years in the CFA and 3 years in the RHA. Other offices: Destroy after 2 years.
1307-27	Cooperative R&D Files. Documents relating to the several U.S. Bilateral Cooperative R&D Programs. Included are correspondence or other papers exchanging information about the program and/or projects under the program, proposals for projects, funds relating to the program and/or projects and similar documents.	Office performing Army-wide staff responsibility and offices of developing agencies at the Army staff and at headquarters of major command: Permanent. Offices at headquarters of intermediate commands: Permanent. Retire after 2 years in the CFA and 3 years in the RHA.
1307-28	Standardization groups liaison files. Documents and correspondence transmitted between Headquarters, DA Staff agencies and the Standardization Groups, which cannot be filed elsewhere under specific title, and which pertain to liaison matters, staffing, security matters, personnel matters (not official 201 files) organization, strength, visits of Group personnel, and similar matters.	Offices performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 2 years.

1308 PROJECT AND COMMODITY MANAGEMENT FILES

The files described in this category result from actions taken by project managers to control and commodity managers to provide staff monitoring and reporting on materiel items and systems. Project Managers are appointed and assigned authority to direct, evaluate and control a weapon or equipment system from the decision to develop, through the procurement and production phase, to final distribution to the user. They are responsible to and report direct to the major commander. Officers of commodity managers, on the other hand, are organizational elements of intermediate commands. They are responsible for providing the planning (e.g. commodity master plans), control, and coordination relative to the flow of major items of materiel through the life cycle phases, such as research, development, procurement, production and issue of major items of materiel. These files are included in this category since both types of materiel management begin during the research and development phase.

File No.	Description	Disposition
1308-01	Project management planning files. Documents reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and as a means of informing higher authority of the system's status. Included are project management master plans, superceded and obsoleted parts of the plans, reports used to keep the plan current, and related documents.	Office of the Project Manager: Permanent. Cut off on removal of the item or system from project management control. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference.
1308-02	Project manager control files. These files reflect the control of research, development, procurement, production, storage, and issue of those weapon and equipment systems which because of urgent operational needs, high unit or total cost, technical complexity, or unusual political implications are selected for special management. These files, as such, are accumulated only by offices of those project managers who rely on other Army installations or commands to contract for and directly supervise the technical and engineering aspects of the system. <i>Note:</i> Files accumulated by offices of project managers who are responsible for the direct technical administration of the engineering aspects of a particular system should be filed under the appropriate functional file, e.g., RD item case file, industrial engineering case file, and contract file, since information which may be required for future historical, legal, or administrative purposes may not be documented elsewhere.	Destroy 6 years after removal of the item or system from Project Management Control.
1308-03	Commodity management control files. Commodity master plans for selected items and related documents reflecting the development, procurement, production, storage, issue, maintenance, and dispo-	Destroy on final disposition of the item. However, folders pertaining to completed phases, such as research and development, industrial engineering, and procurement may be with-

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File No.

Description

Disposition

sition of individual items of equipment controlled and reported on by commodity managers. Included are copies of QMR's, RD project cards, technical characteristics, minutes of technical committee meetings, funding information documents, contracts and other procurement papers, basis of issue documents, correspondence, and other papers containing historical data on the particular item.

drawn and destroyed on completion of the phase.

1309 METEOROLOGICAL FILES

The files described in this category relate to the observation of meteorological conditions, the collection and reporting of meteorological data, the status and use of meteorological data, the status and use of meteorological equipment, and the maintenance and reporting of data related to meteorological operations and procedures. Primarily, meteorological files are accumulated by teams or units established to provide meteorological support to research, development, testing, planning, and comparable activities. Additional records are accumulated by activities providing technical and administrative direction to the teams. Normally, files accumulated by the supported elements and activities are not considered to be meteorological files. Rather, they document the performance of other processes or functions, such as research and development, testing, planning, and combat development.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
★1309-01	Surface meteorological observation files. Documents related to the observation and recording of surface meteorological conditions, such as cloud formation, visibility, temperature, humidity, barometric pressure, wind speed and direction, precipitation, dew point, sunrise, and sunset, and associated phenomenon as observed from the surface. Included are completed data collecting forms and recording form, summaries, monthly meteorological data tabulations, and related documents.	DA Forms 3583, DA Forms 3677, and OL-192 tapes: Destroy after 3 years. Other records: Destroy after 3 months.
★1309-02	Upper air meteorological observation files. Documents relating to the observation and recording of upper air meteorological conditions, such as temperature, relative humidity, atmospheric pressure, and wind speed and direction. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and related documents.	DA Forms 3583, DA Forms 3677, and OL-192 tapes: Destroy after 3 years. Other records: Destroy after 3 months.
1309-03	Meteorological procedure files. Documents accumulated by meteorological teams and supporting activities which are used to provide technical information and instructions on new or improved techniques, procedures, and methods for observing, gathering, recording and reporting meteorological data. Included are copies of published procedures, background data, coordination documents, related papers, and similar records.	Office responsible for issue: Destroy 2 years after supersession or obsolescence. Other offices: Destroy when superseded or obsolete.
1309-04	Weather map files. Documents used in preparing forecasts and out-looks. Included are locally prepared weather maps and related papers including forecasts and outlooks; and weather maps with related papers received from national facsimile and teletype networks that depict movement of weather systems and conditions.	Destroy after 1 year or on discontinuance of the office or team, whichever is first.
1309-05	Meteorological equipment utilization files. Documents created to provide information on the number of meteorological sites in operation, on the functioning and use of team equipment, and documents which serve as a basis for determining operational spare and expendable requirements. Included are	Site utilization reports: Destroy 1 year after discontinuance of the site. Other documents: Destroy when superseded, obsolete, or no longer needed for reference.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
	site utilization reports, equipment inventory reports, calibration records, and similar documents.	
1309-06	Meteorological operation and equipment subsidiary files. Documents reflecting discrepancies in and validity of technical or operation and the status of meteorological equipment. Included are reports of procedural discrepancies, communications about technical procedures, equipment outage logs, malfunction reports, reports of breakdowns, and similar papers.	Destroy after 1 year or on discontinuance of the team, whichever is first.
1309-07	Meteorological support files. Documents relating to meteorological services provided by teams or units to research, development, planning, test, and other activities. Included are requests for support, communications concerning the support, and related or comparable documents.	Destroy 1 year after all of the support called for has been provided, or on discontinuance of the team.

APPENDIX

CONVERSION TABLE

RESEARCH AND DEVELOPMENT FILES

<i>Chapter 13 AR 345-210 Old file No.</i>	<i>File Title</i>	<i>AR 340-18-13 New file No.</i>
1301-01	R&D Planning files	1302-01
1301-02	QMR Appraisal files	deleted
1301-03	R&E Policy Council files	1302-02
1301-04	Coordinating Committee files	1302-03
1301-05	Army Scientific Advisory Panel administrative files.	1301-02
1301-06	Army Scientific Advisory Panel files	1302-04
1301-07	Army R&D Review Board files	1302-05
1301-08	R&D Command Schedule files	1302-06
1301-09	RD Control Program files	210-01
1301-10	RD Program review and analysis files	211-01
1301-11	RD Oral Presentation files	211-01
1301-12	RD Program progress reporting files	211-03
1301-13	RD Planning and Programming Reference Paper files.	1301-07
1301-13.1	Information-to-industry administrative files	1301-02
1301-13.2	Unfunded study files	1302-07
1301-13.3	Independent research program review files	1302-08
1301-13.4	QDRI guide files	1302-09
1301-13.5	Problem statement files	1302-10
1301-13.6	Information-to-industry briefing files	1302-11
1301-13.7	QDRI registration files	1302-12
1301-13.8	QDRI registration listing files	1302-13
1301-13.9	QDRI activity reporting files	1302-14
1301-13.10	Unsolicited proposal files	1302-15
1302-01	Technical Committee membership files	1303-01
1302-02	Technical Committee operations files	1303-02
1302-03	RD Project items files	1302-03
1302-04	Technical Committee reference paper files	1301-07
1303-01	R&D Supervisory files	1304-01
1303-02	RD instruction files	1301-01
1303-03	Science advisory organization files	1301-05
1303-04	Scientific committee files	1301-05
1303-05	ASTIA files	deleted
1303-06	Foreign scientific information files	1304-02
1303-07	WSEG study files	1304-03
1303-08	National Inventors Council files	1304-04

<i>Old file No.</i>	<i>File Title</i>	<i>New file No.</i>
1303-11	RD Project control files	1304-05
1303-11.1	Project register files	1304-06
1303-12	Equipment name files	1304-07
1303-12.1	Test scheduling files	1304-08
1303-12.2	Test control files	1304-09
1303-12.3	Installation test scheduling files	1304-10
1303-13	Item testing files	1304-11
1303-14	RD specification and drawing files	1304-12
1303-15 Previously rescinded.	
1303-16	RD project reporting files	1304-13
1303-17	Technical report record files	1304-14
1303-18	Technical report reference files	1304-15
1303-19	Research task reporting files	1304-16
1303-19.1	Laboratory notebook files	1304-17
1303-20	RD Technical reference files	1301-07
1303-21	Reliability and maintainability data files	1301-07
1303-22	RD film reporting files	1304-18
1303-23	RD film background files	1304-19
1303-24	RD film files	1304-20
1303-24.1	Scientific and raw data files	1304-21
1303-25	RD administrative reference paper files	1301-07
1304-01	RD item case files	1305-01
1304-02	Authorization files	1305-02
1304-03	RD procurement files	1305-03
1304-04 Previously rescinded.	
1304-05 Previously rescinded.	
1304-06	RD items test data files	1305-04
1304-07	RD item specification and drawing files	1305-05
1304-08	RD item cross-reference files	1305-06
1304-09	RD item report files	1305-07
1304-10	RD item correspondence files	1305-08
1304-11	RD item meeting files	1305-09
1304-11.1	RD item film files	1305-10
1304-11.2	RD item photographic files	1305-11
1304-11.3	RD item training files	1305-12
1304-11.4	RD item maintenance files	1305-13
1304-12	RD item completion notice files	1305-14
1304-13	Other RD item files	1305-15
1304-14	RD item reference paper files	1301-07
1304-15	Human factors and operations research committee files.	1301-05
1304-16	Human factors or operations research case files ..	1306-01
1304-17	Agency work program files	1306-02
1303-18	Operations research study evaluation files	1306-03
1303-19	Study report distribution files	1306-04
1304-20	Human factors and operations research project reference paper files.	1301-07

<i>Old file No.</i>	<i>File Title</i>	<i>New file No.</i>
1305-01	International standardization files	1307-01
1305-02	Standardization committees files	1307-02
1305-03	Quadripartite standardization files	1307-03
1305-04	Standardization accreditation files	1307-04
1305-05	Standardization list files	1307-05
1305-06	Standardization list files	1307-05
1305-07	Information exchange lists files	1307-06
1305-08	Quadripartite meeting lists files	1307-07
1305-09	Policy statement coordination files	1307-08
1305-10	Military characteristics coordination files	1307-09
1305-11	Engineering design coordination files	1307-10
1305-12	Engineering test coordination files	1307-11
1305-13	User test coordination files	1307-12
1305-14	Type classification coordination files	1307-13
1305-15	Quadripartite research coordination files	1307-14
1305-16	Quadripartite equipment loan files	1307-15
1305-17	Loaned equipment test report files	1307-16
1305-18	Equipment loan report files	1307-17
1305-19	ASCC membership files	1307-18
1305-20	Air standards coordinating files	1307-19
1305-21	NATO standarization files	1307-20
1305-22	International standardization reference paper files.	1301-07
1306-01	Development sharing program files	1307-21
1306-02	MWD program review files	1307-22
1306-03	MWD project files	1307-23
1306-04	MWD Data Exchange Agreement files	1307-24
1306-05	MWDDEA project files	1307-25
1306-06	MWDDEA report files	1307-26
1306-07	International RD reference paper files	1301-07
added	Cooperative R&D files	1307-27
added	Standardization Groups Liaison files	1307-28
1307-01	Project management planning files	1308-01
1307-02	Project manager control files	1308-02
1307-03	Commodity management control files	1308-03
1307-04	Project and commodity management reference paper files.	1301-07
1308-01	Surface meteorological observation files	1309-01
1308-02	Upper air meteorological observation files	1309-02
1308-03	Meteorological procedures files	1309-03
1308-04	Weather map files	1309-04
1308-05	Meteorological equipment utilization files	1309-05
1308-06	Meteorological operation and equipment sub- sidiary files.	1309-06
1308-07	Meteorological support files	1309-07

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By Order of the Secretary of the Army:

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