



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

General morale, welfare, and recreation correspondence files

**Disposition:**

KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2.)

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** N1-AU-02-22

**Additional Dispositional Authority:**

**Record Number:** 215

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215

**Duration:** 0

**Year Type:** Calendar Year



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**Record Title:**

NAF compensation cases

**Disposition:**

TE3. Event is after termination of compensation or when deadline for filing a claim has passed. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event.

**Event Description:**

Information relating to individual NAF employee compensation cases for work-related injury or illness. Included are examining physicians reports, investigative reports, information substantiating claims, application for compensation with supporting information, U.S. Department of Labor forms, and similar information. Note: Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Workers Compensation Program (OWCP) (or OWCP s district offices). In the event a case is reopened at any time after this file has been destroyed, documents can be retrieved from the National Archives, National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118.

**Privacy Act Number:** DOL/GOVT-1

**Disposition Authority:** N1-AU-01-23

**Record Number:** 215-1a

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 3



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**Record Title:**

Recreation and entertainment details

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sport, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related information.

**Privacy Act Number:** A0215CFSC

**Event Driven:** No

**Disposition Authority:** N1-AU-01-11

**Additional Dispositional Authority:**

**Record Number:** 215-1aa

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



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**Record Title:**

Physical inventories

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Documents maintained by other than F&AOs reflecting the physical inventory of NAF property, supplies, and salable merchandise. Included are NAF property inventory sheets, inventories of food and resalable merchandise, and periodic inventories by disinterested persons.

**Privacy Act Number:** NA  
**Disposition Authority:** N1-AU-01-11  
**Record Number:** 215-1b  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



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**Record Title:**

Recreation and entertainment cases (Superseded; use RN 215-1bb1 or 215-1bb2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-1bb

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



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MORALE, WELFARE, AND RECREATION

**Category Description:**

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**Record Title:**

Recreation and entertainment cases - Office having Army-wide responsibility

**Disposition:**

T10. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 10 years old.

**Event Description:**

Documents related to planning, approving, and conducting specific contests, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional materials, and related information.

**Privacy Act Number:** A0215-2bCFSC

**Event Driven:** No

**Disposition Authority:** NC1-AU-77-64

**Additional Dispositional Authority:**

**Record Number:** 215-1bb1

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 10

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Recreation and entertainment cases - TOE units and offices other than office having army-wide responsibility

**Disposition:**

K2. Keep in CFA until record is 2 years old, then destroy.

**Event Description:**

Documents related to planning, approving, and conducting specific contests, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional materials, and related information.

**Privacy Act Number:** A0215-2bCFSC

**Event Driven:** No

**Disposition Authority:** NC1-AU-77-64

**Additional Dispositional Authority:**

**Record Number:** 215-1bb2

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 2

**Year Type:** Calendar Year



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MORALE, WELFARE, AND RECREATION

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These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Risk management files

**Disposition:**

Retain in CFA until disposition instruction is published.

**Event Description:**

Documents relating to administration of the risk management program (AR 215-1) for NAF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, insurance of cargo shipments, workers compensation program, and similar information. DA Form 4316-R, DA Form 4316-R-1, DOL Form LS-1, DOL Form LS-202, and DOL Form LS-210 when applicable.

**Privacy Act Number:** NA  
**Disposition Authority:** TBD  
**Record Number:** 215-1c  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



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MORALE, WELFARE, AND RECREATION

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**Record Title:**

Recreation services reports

**Disposition:**

KEN. Event is after next report. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Documents reflecting statistical information concerning Army recreation services activities. Included are letters, forms, and related documents.

**Privacy Act Number:** NA  
**Disposition Authority:** N1-AU-01-11  
**Record Number:** 215-1cc  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



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MORALE, WELFARE, AND RECREATION

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**Record Title:**

NAF accounts

**Disposition:**

TE3. Event is after completion of next comparable audit or for bound books, ledgers, and journals after date of last entry therein. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event.

NOTE: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to HQDA (DACF-RM), ALEX, VA 22331-0321.

**Event Description:**

Information on the receipt, disbursement, and administration of non-appropriated funds, such as welfare, unit, inmates, Commandant, sundry, vocational training, Chaplain, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.

**Privacy Act Number:** T7290 (DFAS)

**Event Driven:** Yes

**Disposition Authority:** II-NNA-2037

**Additional Dispositional Authority:**

**Record Number:** 215-1d

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 3

**Year Type:** Calendar Year



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**Record Title:**

Contest entries

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Documents submitted as entries in recreation services contests or competitions and related papers concerning entries or entrants in contests. Included are songs, scripts, poems, or similar materials entered, lists of contestants, eligibility determinations, and related documents.

**Privacy Act Number:** A0215-2bCFSC

**Disposition Authority:** N1-AU-01-11

**Record Number:** 215-1dd

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



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**Record Title:**

NAF establishment files

**Disposition:**

KEN. Event is on supersession or destroy with related fund account records on dissolution of the fund, as appropriate. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information on the establishment of non-appropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws. Included are orders, bylaws, constitutions, and changes thereto, and similar official fund establishment information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	II-NNA-1927	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1e	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



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MORALE, WELFARE, AND RECREATION

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**Record Title:**

Recreation services recognitions (Superseded; use RN 215-1ee1 or 215-1ee2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-1ee

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



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**Record Title:**

Recreation services recognitions - Award given

**Disposition:**

T10. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 10 years old.

**Event Description:**

Documents in the responsible office of the Army staff which reflect services of entertainers, instructors, or other persons contributing to the recreation services program. Included are certificates of esteem, letters of appreciation, and related documents.

**Privacy Act Number:** A0215-2bCFSC

**Event Driven:** No

**Disposition Authority:** NC1-AU-77-65

**Additional Dispositional Authority:**

**Record Number:** 215-1ee1

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 10

**Year Type:** Calendar Year



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These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Recreation services recognitions - Award not given

**Disposition:**

T5. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 5 years old.

**Event Description:**

Documents in the responsible office of the Army staff which reflect services of entertainers, instructors, or other persons contributing to the recreation services program. Included are certificates of esteem, letters of appreciation, and related documents.

**Privacy Act Number:** AO215-2bCFSC

**Disposition Authority:** NC1-AU-77-65

**Record Number:** 215-1ee2

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 5



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**Record Title:**

NAF minutes of meetings

**Disposition:**

KEN. Event is action prescribed within the recorded minutes of meeting if completed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Minutes of meetings of councils and boards of governors appointed to administer non-appropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media. Included are minutes of meetings and directly related information.

**Privacy Act Number:** NA  
**Disposition Authority:** II-NNA-1927  
**Record Number:** 215-1f  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



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MORALE, WELFARE, AND RECREATION

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**Record Title:**

Entertainment scholarships and awards

**Disposition:**

T3. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 3 years old.

**Event Description:**

Documents related to applying for scholarships and awards offered by schools and professional companies of the performing arts. These documents are maintained by Headquarters, Department of the Army. Included are applications and related papers.

**Privacy Act Number:** A0215CFCS

**Disposition Authority:** NN-166-204

**Record Number:** 215-1ff

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 3



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**Record Title:**

Loan and grant administration files (NAF)

**Disposition:**

TE2. Event is after expiration of grant or repayment of loan. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 2 years after the event.

**Event Description:**

Information relating to the administration of loans and grants secured to finance, in whole or in part, construction of, or improvement to, NAF instrumentalities. Included are requests, forms, statements of conformance with DOD space criteria and the current Installation Master Plan, finance plans, documents indicating source of loan or grant (including terms and conditions), amount of local funds committed to the project, and similar information.

**Privacy Act Number:** NA  
**Disposition Authority:** GRS 3, item 14  
**Record Number:** 215-1g  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 2



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**Record Title:**

Alcoholic beverage files (Superseded; use RN 215-1gg1 or 215-1gg2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-1gg

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



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MORALE, WELFARE, AND RECREATION

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**Record Title:**

Alcoholic beverage files - Office having Army-wide responsibility

**Disposition:**

PERMANENT. TP. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will transfer to the National Archives when 13 years old.

**Event Description:**

Documents relating to the designation of military installation as "remote" for the purchase of packaged alcoholic beverages. Included are DOD, DA, and Chief of Staff directives and papers showing justification, coordination with higher authorities, approvals, or disapprovals of specific cases, Department of the Army policy statements concerning purchase of alcoholic beverages in monopoly States, and related documents.

**Privacy Act Number:** NA  
**Disposition Authority:** NC1-AU-77-84  
**Record Number:** 215-1gg1  
**Permanent Record:** Yes  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 0



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**Record Title:**

Alcoholic beverage files - Offices other than Office having Army-wide responsibility

**Disposition:**

K2. Keep in CFA until record is 2 years old, then destroy.

**Event Description:**

Documents relating to the designation of military installation as "remote" for the purchase of packaged alcoholic beverages. Included are DOD, DA, and Chief of Staff directives and papers showing justification, coordination with higher authorities, approvals, or disapprovals of specific cases, Department of the Army policy statements concerning purchase of alcoholic beverages in monopoly States, and related documents.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	NC1-AU-77-84	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1gg2	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	2
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



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**Record Title:**

NAF position structure

**Disposition:**

KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information reflecting the civilian position structure of each non-appropriated fund instrumentality (NAFI). Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** II-NNA-1175

**Additional Dispositional Authority:**

**Record Number:** 215-1h

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



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**Record Title:**

Army club/NAF activity membership files

**Disposition:**

KEN. Event is after termination of membership or payment of final bill, whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information reflecting active, associate, or honorary membership in Army clubs or other NAF membership activities. Included are membership applications, club card information, and similar information.

<b>Privacy Act Number:</b>	A0215-2aCFSC	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	N1-AU-01-11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1hh	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



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**Record Title:**

NAF receipts for petty cash and change fund

**Disposition:**

KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Certificates indicating receipt and accountability for petty cash and change funds, signed by individuals. These certificates support general ledger balances and are kept for internal control purposes.

**Privacy Act Number:** T7290 (DFAS)

**Disposition Authority:** NC1-AU-85-33

**Record Number:** 215-1i

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Alcoholic beverage decalcomania controls

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.

**Privacy Act Number:** NA

**Event Driven:** No

**Disposition Authority:** N1-AU-01-11

**Additional Dispositional Authority:**

**Record Number:** 215-1ii

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF loss of assets

**Disposition:**

TE10. Event is after final action on the case. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 10 years after the event.

**Event Description:**

Case files on investigating, reporting, and restituting loss of NAFI assets. Included are investigations, reports, correspondence, notifications, documentation of collections, appeals, and similar information.

**Privacy Act Number:** A0027-20bDAJA

**Disposition Authority:** NN-166-204

**Record Number:** 215-1j

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 10



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF hand receipts

**Disposition:**

KEN. Event is on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings and supporting documentation.

<b>Privacy Act Number:</b>	A0210-2bDALO	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	NN-166-204	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1k	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF tort claims

**Disposition:**

TE10. Event is after final action on the case. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 10 years after the event.

**Event Description:**

Case files on tort claims against the NAFIs for damage, loss, or destruction of private property or personal injury or death resulting from negligence or wrongful acts or omission of acts by NAF personnel and employees.

<b>Privacy Act Number:</b>	A0027-20bDAJA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	NN-173-91	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1m	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	10
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee insurance files

**Disposition:**

TE65. Event is after final separation from Federal service occurs. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 65 years after the event.

**Event Description:**

Office exercising Army-wide responsibility for administration of group life, health, and accident insurance programs and retirement plans for NAF employees. Statements of contributions and related information, identified by employee last name, social security number, document type, and organization.

**Privacy Act Number:** A0215-1CFSC

**Event Driven:** Yes

**Disposition Authority:** N1-AU-00-8

**Additional Dispositional Authority:**

**Record Number:** 215-1n

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 65

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Central NAF financial and statement reporting files

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Reports and directly related information submitted by activities receiving or using non-appropriated funds. Financial statements and reports including inspection reports and related documents pertaining to non-appropriated funds, prepared by units administering the funds and sent to higher headquarters. Copies of statements and reports kept by the preparing units will be disposed of by appropriate standards in this regulation applicable to non-appropriated fund account files. DA Form 5318-E, DA Form 5320-1-R, DA Form 5321-E, DA Form 5322-E, DA Form 5911-E, DA Form 5911-2-E, and DA Form 5911-5-E when applicable.

**Privacy Act Number:** NA  
**Disposition Authority:** N1-AU-01-11  
**Record Number:** 215-1p  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF securities (Superseded; use RN 215-1q1 or 215-1q2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-1q

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF securities - Offices having Army-wide responsibility

**Disposition:**

TE5. Event is after sale or redemption. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 5 years after the event, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

**Event Description:**

Information reflecting securities and bonds owned by non-appropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

**Privacy Act Number:** NA  
**Disposition Authority:** GRS 6, item 6b  
**Record Number:** 215-1q1  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 5



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF securities - Offices other than Offices having Army-wide responsibility

**Disposition:**

KE3. Event is after sale or redemption. Keep in CFA until event occurs, then destroy 3 years after the event, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

**Event Description:**

Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	GRS 6, item 6b	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1q2	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	3
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF individual employee pay records (Superseded; use RN 215-1r1 or 215-1r2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Event Driven:** No

**Disposition Authority:**

**Additional Dispositional Authority:**

**Record Number:** 215-1r

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF individual employee pay records - except Korean national direct hire individual pay records

**Disposition:**

T56. Send in annual blocks to the National Personnel Records Center, (NPRC), 111 Winnebago Street, St. Louis, MO 63118 after 3 years in CFA.

**Event Description:**

Information kept on each individual employee paid from non-appropriated funds, reflecting earnings, deductions, adjustments, bond issuances, and similar information.  
Note: This file number is for use by the Central NAF Payroll Office (CNPO), Red River Army Depot, P.O. Box 75, Texarkana, TX 75504-0075, and the NAF Finance & Accounting Directorate, Central NAF Payroll System, USAFACEUR, APO NY 09007, and those payroll offices that are not yet under the Army-wide payroll functions of the two listed CNPOs. Payroll records that remain at NAF instrumentalities (or at the installation RHA) that were created before CNPO started providing the payroll function will be limited to the records described above and be retired accordingly.

**Privacy Act Number:** A0215-1aSAFM

**Event Driven:** No

**Disposition Authority:** GRS 2, item 1b

**Additional Dispositional Authority:**

**Record Number:** 215-1r1

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 56

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF individual employee pay records - Korean national direct hire individual pay records

**Disposition:**

T6.25. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 6 years and 3 months old.

**Event Description:**

Information kept on each individual employee paid from non-appropriated funds, reflecting earnings, deductions, adjustments, bond issuances, and similar information.  
Note: This file number is for use by the Central NAF Payroll Office (CNPO), Red River Army Depot, P.O. Box 75, Texarkana, TX 75504-0075, and the NAF Finance & Accounting Directorate, Central NAF Payroll System, USAFACEUR, APO NY 09007, and those payroll offices that are not yet under the Army-wide payroll functions of the two listed CNPOs. Payroll records that remain at NAF instrumentalities (or at the installation RHA) that were created before CNPO started providing the payroll function will be limited to the records described above and be retired accordingly.

**Privacy Act Number:** A0215-1aSAFM

**Event Driven:** No

**Disposition Authority:** GRS 2, item 1

**Additional Dispositional Authority:**

**Record Number:** 215-1r2

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 6.25

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee leave files

**Disposition:**

TE6. Event is after GAO audit or when 6 years old, whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record after the event occurs.

**Event Description:**

Individual leave cards, time and attendance reports, applications for leave, and similar information pertaining to non-appropriated fund employees.

**Privacy Act Number:** A0215-1aSAFM  
**Disposition Authority:** GRS 2, items 7 & 8  
**Record Number:** 215-1s  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

215-1t (Not used.)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-1t

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Fiscal Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF stock records

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Documents reflecting the receipt, issue, Disposition, and quantity of expendable property including supplies and re-salable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards are in effect until filled or final entry is made thereon.

**Privacy Act Number:** NA  
**Disposition Authority:** N1-AU-01-11  
**Record Number:** 215-1u  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF property records

**Disposition:**

KEN. Event is after final disposition of property. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Documents reflecting the description, value, source, quantity, location, Disposition, and other data on nonexpendable property and fixed assets. Included are non-appropriated fund stock, property, and fixed asset cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock record card.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	N1-AU-01-11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1v	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-1		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF utility service agreements

**Disposition:**

TE2. Event is after termination of the agreement. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 2 years after the event.

**Event Description:**

Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, Military Interdepartmental Purchase Request (MIPR), and related documents.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** NN-166-204

**Additional Dispositional Authority:**

**Record Number:** 215-1w

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-1

**Duration:** 2

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF vehicle registrations (Superseded; use RN 215-1x1 or 215-1x2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-1x

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF vehicle registrations - Army Central Insurance Fund (proof of ownership documents)

**Disposition:**

KEN. Event is on final disposition of vehicle. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 215-1. DA Form 4722 when applicable.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** NN-166-204

**Additional Dispositional Authority:**

**Record Number:** 215-1x1

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF vehicle registrations -Other Documents than proof of ownership

**Disposition:**

KEN. Event is upon new registration, or on final disposition of vehicle, as applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 215-1. DA Form 4722 when applicable.

**Privacy Act Number:** NA  
**Disposition Authority:** NN-166-204  
**Record Number:** 215-1x2  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF bank deposit insurance files (Superseded; use RN 215-1y1 or 215-1y2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Event Driven:** No

**Disposition Authority:**

**Additional Dispositional Authority:**

**Record Number:** 215-1y

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF bank deposit insurance files - Offices of the Army Staff

**Disposition:**

K3. Keep in CFA until record is 3 years old, then destroy.

**Event Description:**

Information on arrangements with the Treasury Department for protection of non-appropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation. DA Form 3830-R when applicable.

**Privacy Act Number:** NA  
**Disposition Authority:** II-NNA-2037  
**Record Number:** 215-1y1  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 3



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF bank deposit insurance files - Offices other than Offices of the Army Staff

**Disposition:**

KEN. Event is when superseded or when account is closed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information on arrangements with the Treasury Department for protection of nonappropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.

**Privacy Act Number:** NA

**Disposition Authority:** II-NNA-2037

**Record Number:** 215-1y2

**Permanent Record:** No

**Prescribing Directives:** 215-1

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF minor and troop construction projects (Superseded; use RN 215-1z1 or 215-1z2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Event Driven:** No

**Disposition Authority:**

**Additional Dispositional Authority:**

**Record Number:** 215-1z

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-1

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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### Record Category:

MORALE, WELFARE, AND RECREATION

### Category Description:

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

### Record Title:

NAF minor and troop construction projects - Office responsible for awarding contract or for executing by other means

### Disposition:

TE10. Event is after completion of the project. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 10 years after the event. Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

### Event Description:

Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information. DA Form 5567 when applicable.

**Privacy Act Number:** NA  
**Disposition Authority:** NN-166-204  
**Record Number:** 215-1z1  
**Permanent Record:** No  
**Prescribing Directives:** 215-1  
**Year Type:** Fiscal Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 10



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF minor and troop construction projects - Offices other than Office responsible for awarding contract or for executing by other means

**Disposition:**

KE2. Event is after completion of the project. Keep in CFA until event occurs, then destroy 2 years after the event. Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

**Event Description:**

Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	NN-166-204	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-1z2		
<b>Permanent Record:</b>	No	<b>Record Type:</b>	Keep
<b>Prescribing Directives:</b>	215-1	<b>Duration:</b>	2
<b>Year Type:</b>	Fiscal Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Recreation and entertainment details (Superseded; use RN 215-1aa)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2a

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Recreation and entertainment cases (Superseded; use RN 215-1bb1 or 215-1bb2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2b

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Recreation services reports (Superseded; use RN 215-1cc)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2c

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Contest entries (Superseded; use RN 215-1dd)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2d

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Recreation services recognitions (Superseded; use RN 215-1ee1 or 215-1ee2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2e

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Entertainment scholarships and awards (Superseded; use RN 215-1ff)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2f

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Alcoholic beverage files (Superseded; use RN 215-1gg1 or 215-1gg2, whichever applies)

**Disposition:****Event Description:****Privacy Act Number:****Disposition Authority:****Record Number:** 215-2g**Permanent Record:** No**Prescribing Directives:** 215-2**Year Type:** Calendar Year**Event Driven:** No**Additional Dispositional Authority:****Record Type:** Keep**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Army club/NAF activity membership files (Superseded; use RN 215-1hh)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2h

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Alcoholic beverage decalcomania controls (Superseded; use RN 215-1ii)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-2i

**Permanent Record:** No

**Prescribing Directives:** 215-2

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF official personnel folders

**Disposition:**

TE65. Event is after latest separation from NAF service. Transfer of employee: Transfer folder to new Federal employing office.  
Separation of employee: Purge temporary documents IAW OPM guidance. Retire the official personnel folder to National Personnel Records Center (NPRC) (Civilian), 111 Winnebago St., St. Louis, MO 63118, 1 year after latest separation unless retention is required by FPM Supplement 296-33. NPRC will destroy 65 years after latest separation from NAF service.

**Event Description:**

Information on employees paid from NAF showing qualifications, efficiency, promotions, awards, and similar information. Included are official personnel folders.  
Note: Each folder will be clearly marked "Nonappropriated Fund Instrumentality Employee."

**Privacy Act Number:** A0215-3SAMR

**Disposition Authority:** N1-AU-00-23

**Record Number:** 215-3a

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 65



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee leave files (Superseded; use RN 215-1s)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-3aa

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employment records

**Disposition:**

KEN. Event is after transfer or separation of employee. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information on individual NAF employees showing such information as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. (DA Forms 3438 are kept by the office responsible for administration of NAF personnel program.)

<b>Privacy Act Number:</b>	A0215-3SAMR	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	N1-AU-01-11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3b	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee insurance files (Superseded; use RN 215-1n)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-3bb

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF position structure

**Disposition:**

KEN. Event is when superseded or obsolete. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information reflecting the civilian position structure of each NAFI. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** II-NNA-1175

**Additional Dispositional Authority:**

**Record Number:** 215-3c

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF awards and commendations

**Disposition:**

TE2. Event is after final action. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 2 years after the event.

**Event Description:**

Information related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of NAF employees. Included are approved and rejected suggestions, minutes of committee meetings, lists of employees eligible for awards, copies of letters of commendation, and similar information.

<b>Privacy Act Number:</b>	A0215-3SAMR	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	GRS 1, item 12a(1)	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3cc	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	2
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF job descriptions

**Disposition:**

KE2. Event is after position is abolished or description is superseded. Keep in CFA until event occurs, then destroy 2 years after the event.

**Event Description:**

Information used for analysis, evaluation, or development of specific jobs, and to indicate jobs utilized. Included are master job descriptions, extra copies thereof, job standards, and similar information.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** N1-AU-02-7

**Additional Dispositional Authority:**

**Record Number:** 215-3d

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 2

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF supervisor or manager employee records (Rescinded; use FN 1aa)

**Disposition:****Event Description:****Privacy Act Number:****Disposition Authority:****Record Number:** 215-3dd**Permanent Record:** No**Prescribing Directives:** 215-3**Year Type:** Calendar Year**Event Driven:** No**Additional Dispositional Authority:****Record Type:** Keep**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF job description extra copies (Superseded; use RN 215-3d)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-3e

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF individual employee pay records (Superseded; use RN 215-1r1 or 215-1r2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Event Driven:** No

**Disposition Authority:**

**Additional Dispositional Authority:**

**Record Number:** 215-3ee

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF locator

**Disposition:**

KEN. Event is on transfer or separation of the employee. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information providing the name, address, telephone number, and similar data for each employee assigned to a NAFI.

**Privacy Act Number:** A0001DAPE  
**Disposition Authority:** GRS 1, item 6  
**Record Number:** 215-3f  
**Permanent Record:** No  
**Prescribing Directives:** 215-3  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Central NAF financial and statement reporting files (Superseded; use RN 215-1p)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-3ff

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF personnel reports

**Disposition:**

K5. Keep in CFA until record is 5 years old, then destroy.

**Event Description:**

Information accumulated by NAF activities used to furnish Government agencies with information on labor statistics. Included are letters, forms, and similar information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	GRS 1, item 28a(1)	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3g	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	5
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF securities (Superseded; use RN 215-3gg1 or 215-3gg2, whichever applies)

**Disposition:****Event Description:****Privacy Act Number:****Disposition Authority:****Record Number:** 215-3gg**Permanent Record:** No**Prescribing Directives:** 215-3**Year Type:** Calendar Year**Event Driven:** No**Additional Dispositional Authority:****Record Type:** Keep**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF securities - Offices having Army-wide responsibility

**Disposition:**

TE5. Event is after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 5 years after the event.

**Event Description:**

Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

**Privacy Act Number:** NA  
**Disposition Authority:** GRS 6, item 6b  
**Record Number:** 215-3gg1  
**Permanent Record:** No  
**Prescribing Directives:** 215-3  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 5



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF securities - Offices other than Offices having Army-wide responsibility

**Disposition:**

TE3. Event is after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event.

**Event Description:**

Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

**Privacy Act Number:** NA  
**Disposition Authority:** GRS 6, item 6b  
**Record Number:** 215-3gg2  
**Permanent Record:** No  
**Prescribing Directives:** 215-3  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 3



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employment applications

**Disposition:**

KEN. Event is after selection for the position is made or after final appellate decision is issued for selections where a complaint or grievance is pending. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information pertaining to persons seeking employment in activities financed by NAF. Included are applications and related information.

**Privacy Act Number:** OPM/GOVT-5

**Disposition Authority:** N1-AU-01-11

**Record Number:** 215-3h

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Withholding tax exemption certificates

**Disposition:**

KE4. Event is after supersession of form or termination of employee. Keep in CFA until event occurs, then destroy 4 years after the event.

**Event Description:**

Copies of TD Form W-4 (Employees Withholding Exemption Certificate), executed by civilian employees paid from non-appropriated funds.

**Privacy Act Number:** A0215-1aSAFM  
**Disposition Authority:** GRS 2, item 13a  
**Record Number:** 215-3hh  
**Permanent Record:** No  
**Prescribing Directives:** 215-3  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 4



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF referrals and selections

**Disposition:**

T5. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 5 years old.

**Event Description:**

Information showing placement, referral, selection, and promotion actions for NAF employees. Included are referral and selection lists and related information.

**Privacy Act Number:** OPM/GOVT-5

**Disposition Authority:** NC1-AU-81-21

**Record Number:** 215-3i

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 5



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Withholding taxes (Superseded; use RN 215-3ii1 or 215-3ii2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-3ii

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Withholding taxes - except Korean nationals

**Disposition:**

T4. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 4 years old.

**Event Description:**

Information reflecting wages withheld. Included are reports to employees of total earnings and taxes withheld, reports to Internal Revenue Service of total income taxes withheld, tax reconciliations, receipts, and related information. Reports for Korean National withholding tax files are submitted to the Korean Government Tax office.

<b>Privacy Act Number:</b>	A0215-1aSAFM	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	GRS 2, item 13c	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3ii1	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	4
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Withholding taxes - Korean National withholding tax files

**Disposition:**

T5. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 5 years old.

**Event Description:**

Information reflecting wages withheld. Included are reports to employees of total earnings and taxes withheld, reports to Internal Revenue Service of total income taxes withheld, tax reconciliations, receipts, and related information. Reports for Korean National withholding tax files are submitted to the Korean Government Tax office.

<b>Privacy Act Number:</b>	A0215-1aSAFM	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	GRS 2, item 18	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3ii2	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	5
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF chronological journals

**Disposition:**

K2. Keep in CFA until record is 2 years old, then destroy.

**Event Description:**

Information used in preparing NAF reports, reviewing actions previously processed, and preparing for DA inspections. Included are DA Forms 3434 (Notification of Personnel Action - Non-appropriated Funds Employees) (Copy 4) and similar information.

<b>Privacy Act Number:</b>	A0215-3SAMR	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	GRS 1, item 14a	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3j	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	2
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Position schedule bonds

**Disposition:**

TE15. Event is when bond becomes inactive or after the end of the bond premium period. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 15 years after the event.

**Event Description:**

Information relating to fidelity insurance coverage for custodians and employees of non-appropriated funds. Included are official agreements and other bond documents, list of positions covered, list of individuals filling positions, and similar information.

**Privacy Act Number:** A0215-3SAMR

**Disposition Authority:** GRS 6, item 6a

**Record Number:** 215-3jj

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 15



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF wage and salary schedules

**Disposition:**

KEN. Event is when canceled or superseded. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information showing wages or salary for a specific grade. Included are schedules, tables, and similar information.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** II-INN-3560

**Additional Dispositional Authority:**

**Record Number:** 215-3k

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Payroll deductions

**Disposition:**

KE3. Event is after separation of employee or cancellation of authorization. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy 3 years after the event.

**Event Description:**

Information authorizing payroll deductions. Included are bond deduction authorizations, health insurance payment deduction authorizations, and similar continuing deduction authorization documents.

**Privacy Act Number:** A0215-1aSAFM

**Event Driven:** Yes

**Disposition Authority:** GRS 2, item 15

**Additional Dispositional Authority:**

**Record Number:** 215-3kk

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 3

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF appeals and grievances

**Disposition:**

TE5. Event is after final decision or after any action on case following final decision, whichever is later. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 5 years after the event.

**Event Description:**

Information on settling NAF employee appeals and grievances. Included are committee reports, proceedings, decisions, and similar information.

**Privacy Act Number:** OPM/GOVT-9 and A0690-700DAPE

**Event Driven:** Yes

**Disposition Authority:** NC1-AU-78-81

**Additional Dispositional Authority:**

**Record Number:** 215-3m

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-3

**Duration:** 5

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF payroll control documents

**Disposition:**

KE6. Event is after GAO audit or when 6 years old; whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information used in controlling pay of employees. Included are time cards, time sheets, technical advisor reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.

**Privacy Act Number:** A0215-1aSAFM

**Disposition Authority:** GRS 2, item 7

**Record Number:** 215-3mm

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 6



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF retention registers

**Disposition:**

T2. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 2 years old unless appeals are pending.

**Event Description:**

Information showing retention groups of NAF employees according to tenure, length of service, performance ratings, and veterans preference.

<b>Privacy Act Number:</b>	OPM/GOVT-5	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	GRS 1, item 17b(1)	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3n	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	2
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF authorized timekeeper lists

**Disposition:**

KEN. Event is upon supersession. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information indicating or appointing individuals responsible for timekeeping. Included are lists, memorandums, and communications.

**Privacy Act Number:** A0215-1CFSC  
**Disposition Authority:** GRS 2, item 15  
**Record Number:** 215-3p  
**Permanent Record:** No  
**Prescribing Directives:** 215-3  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee interviews

**Disposition:**

KE.5. Event is after transfer or separation of employee. Keep in CFA until event occurs, then destroy 6 months after the event.

**Event Description:**

Information used to record counseling interviews and separation interviews.

**Privacy Act Number:** A0215-3SAMR

**Event Driven:** Yes

**Disposition Authority:** GRS 1, item 8

**Additional Dispositional Authority:**

**Record Number:** 215-3q

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 0.5

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF hours of work (Superseded; use RN 215-3r1 or 215-3r2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-3r

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF hours of work - Office having Army-wide responsibility

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of NAF employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	NC1-AU-80-7	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3r1	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF hours of work - Offices other than Office having Army-wide responsibility

**Disposition:**

KE1. Event is after expiration. Keep in CFA until event occurs, then destroy 1 year after the event.

**Event Description:**

Information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of NAF employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	NC1-AU-80-7	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3r2	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	1
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee evaluation records

**Disposition:**

KEN. Event is after separation of employee. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record), and similar information.

<b>Privacy Act Number:</b>	OPM/GOVT-5; A0215-3SAMR; A0215-3DAPE	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	N1-AU-01-11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3s	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF adverse actions

**Disposition:**

T7. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 7 years old unless employee appeals, in which case transfer to RN 215-3m.

**Event Description:**

Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand.

**Privacy Act Number:** OPM/GOVT-5; A0215-3SAMR;  
A0215-3DAPE

**Event Driven:** No

**Disposition Authority:** NC1-AU-78-82

**Additional Dispositional Authority:**

**Record Number:** 215-3t

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-3

**Duration:** 7

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF position files

**Disposition:**

KEN. Event is on discontinuance of position. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information used by NAF activities for controlling all occupied and vacant positions.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	GRS 1, item 11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3u	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF organization charts

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Information on each organizational segment showing positions, grades, and personnel. Included are charts, tables, and similar information.

**Privacy Act Number:** A0001DAPE

**Event Driven:** No

**Disposition Authority:** II-NNA-1445

**Additional Dispositional Authority:**

**Record Number:** 215-3v

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-3

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF ladder diagrams

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Information showing salary grades and corresponding job titles based on average monthly sales volume.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	II-NN-3560	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3w	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF personnel authorizations

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Information which authorizes commission rates of pay, per annum rates of pay, overtime, and deviations from established personnel policy and procedure.

**Privacy Act Number:** A0215-3SAMR

**Disposition Authority:** II-NNA-1175

**Record Number:** 215-3x

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF training files

**Disposition:**

T5. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 5 years old.

**Event Description:**

Information showing group training of NAF employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar information.

**Privacy Act Number:** A0215-3SAMR

**Disposition Authority:** II-NN-3560

**Record Number:** 215-3y

**Permanent Record:** No

**Prescribing Directives:** 215-3

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 5



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF reduction-in-force data

**Disposition:**

KEN. Event is on completion of action. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information reflecting reduction-in-force data (RIF). Included are identification of surplus positions, copy of retention register, copies of all advance notices and amendments thereto, organizational location of affected employees, copies of all official personnel actions taken as a result of the RIF or in lieu of the RIF, and similar information. Exclude information that is filed in an individual's Official Personnel Folder.

<b>Privacy Act Number:</b>	OPM/GOVT-5; A0215-3SAMR	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	GRS 1, item 17a	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-3z	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-3		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF debarred bidder lists (Superseded; use RN 215-4a1 or 215-4a2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-4a

**Permanent Record:** No

**Prescribing Directives:** 215-4

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF debarred bidder lists - Office responsible for final determination as to whether or not a bidder is placed on the list:

**Disposition:**

TE30. Event is after final determination. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 30 years after the event.

**Event Description:**

Documents relating to suspension of bidders that prohibits contractual relationship with the Department of Defense. Included are lists of debarred, ineligible, or suspended bidders, status reports and recommendations relating to bidders appearing on the lists, modifications, deletions, and additions to the lists, and similar information.

**Privacy Act Number:** A0210-7DAMO

**Disposition Authority:** NC1-AU-77-54

**Record Number:** 215-4a1

**Permanent Record:** No

**Prescribing Directives:** 215-4

**Year Type:** Fiscal Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 30



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF debarred bidder lists - Offices other than Office responsible for final determination as to whether or not a bidder is placed on the list

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Documents relating to suspension of bidders that prohibits contractual relationship with the Department of Defense. Included are lists of debarred, ineligible, or suspended bidders, status reports and recommendations relating to bidders appearing on the lists, modifications, deletions, and additions to the lists, and similar information.

<b>Privacy Act Number:</b>	A0210-7DAMO	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	NC1-AU-77-54	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-4a2	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-4		
<b>Year Type:</b>	Fiscal Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF vendor mailing lists

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Cards and lists used to determine which vendors and contractors are eligible to receive NAF solicitations on specific items.

**Privacy Act Number:** A0001aAHRC

**Event Driven:** No

**Disposition Authority:** NC-AU-75-3

**Additional Dispositional Authority:**

**Record Number:** 215-4b

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-4

**Duration:** 0

**Year Type:** Fiscal Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF master, open-end and call-type contracts (Superseded; use RN 215-4c1 or 215-4c2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-4c

**Permanent Record:** No

**Prescribing Directives:** 215-4

**Year Type:** Fiscal Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF master, open-end and call-type contracts - Offices administering contract

**Disposition:**

TE6.25. Event is after final payment. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 6 years, 3 months after the event.

**Event Description:**

Documents relating to master, open-end indefinite delivery, Federal Supply Service (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see file numbers 215-4g and 215-5c).

**Privacy Act Number:** NA  
**Disposition Authority:** NC-64-75-4  
**Record Number:** 215-4c1  
**Permanent Record:** No  
**Prescribing Directives:** 215-4  
**Year Type:** Fiscal Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 6.25



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF master, open-end and call-type contracts - Offices administering contract: records relating to contracts involved in appeals handled by a Board of Contract Appeals

**Disposition:**

TE7. Event is after date of the board's decision. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 7 years after the event.

**Event Description:**

Documents relating to master, open-end indefinite delivery, Federal Supply Service (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see file numbers 215-4g and 215-5c).

**Privacy Act Number:** NA  
**Disposition Authority:** NC-64-75-4  
**Record Number:** 215-4c2  
**Permanent Record:** No  
**Prescribing Directives:** 215-4  
**Year Type:** Fiscal Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 7



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF procurement registers

**Disposition:**

KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**Event Description:**

Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	No
<b>Disposition Authority:</b>	N1-AU-01-11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-4d	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-4		
<b>Year Type:</b>	Fiscal Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF procurement inspections

**Disposition:**

K6. Keep in CFA until record is 6 years old, then destroy.

**Event Description:**

Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, and supervisory offices, documents indicating corrective action taken, and similar information.

**Privacy Act Number:** NA

**Disposition Authority:** GRS 3, item 4c

**Record Number:** 215-4e

**Permanent Record:** No

**Prescribing Directives:** 215-4

**Year Type:** Fiscal Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 6



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF contracting officer designations

**Disposition:**

TE2. Event is after rescission or termination. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 2 years after the event.

**Event Description:**

Documents reflecting the designation and rescission of appointment of contracting officers and contracting officer representatives, which include the specific procurement authorities delegated.

**Privacy Act Number:** A0215-3SAMR

**Event Driven:** Yes

**Disposition Authority:** GRS 3, item 2

**Additional Dispositional Authority:**

**Record Number:** 215-4f

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-4

**Duration:** 2

**Year Type:** Fiscal Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF small purchase categories

**Disposition:**

KE1. Event is after final payment when known, otherwise when goods or services are accepted. Keep in CFA until event occurs, then destroy 1 year after the event. If notice of final payment is not furnished by servicing Contract Administrative Office (CAO), destroy 1 year after acceptance of goods or services.

**Event Description:**

Records or documents pertaining to transaction below the small purchase limitations set forth in AR 215-4.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	NC1-330-78-13	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-4g	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	1
<b>Prescribing Directives:</b>	215-4		
<b>Year Type:</b>	Fiscal Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF contract actions

**Disposition:**

TE6.25. Event is after final payment. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 6 years, 3 months after the event.

**Event Description:**

Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under 215-4g above), and including all concessionaire-type contract documents.

**Privacy Act Number:** NA  
**Disposition Authority:** NC-217-75-8  
**Record Number:** 215-4h  
**Permanent Record:** No  
**Prescribing Directives:** 215-4  
**Year Type:** Fiscal Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 6.25



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF award protest files - Offices authorized to perform final review

**Disposition:**

TE6. Event is after final determination. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 6 years after the event.

**Event Description:**

Documents relating to actions taken to correct mistakes in bids or offers, and in settling protests of awards. Included are copies of bids or offers, contracts, and notices of award, decisions, copies of statutes, and similar information.

**Privacy Act Number:** NA  
**Disposition Authority:** NC1-AU-77-61  
**Record Number:** 215-4i  
**Permanent Record:** No  
**Prescribing Directives:** 215-4  
**Year Type:** Fiscal Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 6



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF contract appeals

**Disposition:**

TE10. Event is after final decision of the Board. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 10 years after the event.

**Event Description:**

Contract appeals files contain documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.

**Privacy Act Number:** NA  
**Disposition Authority:** NC1-AU-77-43  
**Record Number:** 215-4j  
**Permanent Record:** No  
**Prescribing Directives:** 215-4  
**Year Type:** Fiscal Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Transfer  
**Duration:** 10



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF bank deposit insurance files (Superseded; use FN 215-1y1 or 215-1y2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5a

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Central NAF financial and statement reporting files (Superseded; use RN 215-1p)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5b

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF small purchases-individual transactions (Superseded; use RN 215-5c1 or 215-5c2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Event Driven:** No

**Disposition Authority:**

**Additional Dispositional Authority:**

**Record Number:** 215-5c

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-5

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF small purchases - individual transactions: Transactions of more than \$25,000 and all construction contracts exceeding \$2,000

**Disposition:**

TE6.25. Event is after final payment. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 6 years, 3 months after the event.

**Event Description:**

Information on transactions within the Army, with other Government agencies and employees, and with nongovernmental organizations and individuals. Included are purchase orders, contracts, invoices, receiving reports, vouchers, registers, loan contracts, and similar information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	GRS 3, item 3a(1)(a)	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-5c1	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	6.25
<b>Prescribing Directives:</b>	215-5		
<b>Year Type:</b>	Fiscal Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF small purchases - individual transactions: Transactions of \$25,000 or less and construction contracts of \$2,000 or less

**Disposition:**

TE3. Event is after final payment. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event.

**Event Description:**

Information on transactions within the Army, with other Government agencies and employees, and with nongovernmental organizations and individuals. Included are purchase orders, contracts, invoices, receiving reports, vouchers, registers, loan contracts, and similar information.

<b>Privacy Act Number:</b>	NA	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	GRS 3, item 3a(1)(b)	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-5c2	<b>Record Type:</b>	Transfer
<b>Permanent Record:</b>	No	<b>Duration:</b>	3
<b>Prescribing Directives:</b>	215-5		
<b>Year Type:</b>	Fiscal Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Payroll controls (Superseded; use RN 37-105p)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5d

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF accounts

**Disposition:**

T3. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 3 years old. Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to HQDA (DACF-RM), ALEX, VA 22331-0321.

**Event Description:**

Information on the receipt, disbursement, and administration of non-appropriated funds, such as welfare, unit, inmate, Commandant, sundry, vocational training, Chaplain, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.

**Privacy Act Number:** T7290 (DFAS)

**Disposition Authority:** II-NNA-2037

**Record Number:** 215-5e

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Fiscal Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 3



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF account inventories and hand receipts (Superseded; use RN 215-5f1 or 215-5f2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Event Driven:** No

**Disposition Authority:**

**Additional Dispositional Authority:**

**Record Number:** 215-5f

**Permanent Record:** No

**Record Type:** Keep

**Prescribing Directives:** 215-5

**Duration:** 0

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF account inventories and hand receipts - Inventory accounting files

**Disposition:**

KEN. Event is after next inventory. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information relating to accountability and control of fixed assets, sensitive items, and expense equipment. Included are inventory statements, DA Form 2062 (Hand Receipt/Annex), individual receipts and listings, and supporting documentation.

<b>Privacy Act Number:</b>	A0710-2bDALO	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	N1-AU-01-11	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-5f1	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-5		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF account inventories and hand receipts - inventory accounting files: Hand receipts and supporting documentation

**Disposition:**

KEN. Event is on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

**Event Description:**

Information relating to accountability and control of fixed assets, sensitive items, and expense equipment. Included are inventory statements, DA Form 2062 (Hand Receipt/Annex), individual receipts and listings, and supporting documentation.

<b>Privacy Act Number:</b>	A0710-2bDALO	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	II-NNA-2037	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-5f2	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	0
<b>Prescribing Directives:</b>	215-5		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Subsidiary NAF accounts (Superseded; use RN 215-5g1 Or 215-5g2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5g

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Subsidiary NAF accounts - bowling center score sheets

**Disposition:**

KE1. Event is after verification. Keep in CFA until event occurs, then destroy 1 year after the event.

**Event Description:**

Information kept on subsidiary non-appropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier s reports; and similar subsidiary documents.

**Privacy Act Number:** NA  
**Disposition Authority:** II-NNA-2037  
**Record Number:** 215-5g1  
**Permanent Record:** No  
**Prescribing Directives:** 215-5  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 1



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Subsidiary NAF accounts - other than bowling center score sheets

**Disposition:**

K1. Keep in CFA until record is 1 year old, then destroy.

**Event Description:**

Information kept on subsidiary non-appropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier s reports; and similar subsidiary documents

**Privacy Act Number:** NA  
**Disposition Authority:** II-NNA-2037  
**Record Number:** 215-5g2  
**Permanent Record:** No  
**Prescribing Directives:** 215-5  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 1



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee leave files (Superseded; use RN 215-1s)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5h

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Central principal NAF accounts

**Disposition:**

TE6.25. Event is after close of the FY involved. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 6 years, 3 months after the event.

**Event Description:**

Ledgers, journals, financial statements, and comparable documents reflecting revenue receipts and distribution and the total availability of Army-wide non-appropriated funds.

**Privacy Act Number:** NA

**Disposition Authority:** GRS 7, item 2

**Record Number:** 215-5i

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Fiscal Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Transfer

**Duration:** 6.25



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Central subsidiary NAF accounts

**Disposition:**

T6.25. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 6 years, 3 months old.

**Event Description:**

Information reflecting operation of various non-appropriated funds. Included are vouchers, canceled checks, bank statements, budget documents, statistical reports, and similar information.

**Privacy Act Number:** NA

**Event Driven:** No

**Disposition Authority:** GRS 6, item 1a

**Additional Dispositional Authority:**

**Record Number:** 215-5j

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-5

**Duration:** 6.25

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF payroll control documents (Superseded; use RN 215-3mm)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5k

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Check cashing privileges (Superseded; use RN 215-5m1 or 215-5m2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5m

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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### Record Category:

MORALE, WELFARE, AND RECREATION

### Category Description:

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

### Record Title:

Check cashing privileges - Information pertaining to suspensions

### Disposition:

KE1. Event is after termination of suspension. Keep in CFA until event occurs, then destroy 1 year after the event.

### Event Description:

Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

<b>Privacy Act Number:</b>	A0210-60SAFM	<b>Event Driven:</b>	Yes
<b>Disposition Authority:</b>	NC1-AU-80-47	<b>Additional Dispositional Authority:</b>	
<b>Record Number:</b>	215-5m1	<b>Record Type:</b>	Keep
<b>Permanent Record:</b>	No	<b>Duration:</b>	1
<b>Prescribing Directives:</b>	215-5		
<b>Year Type:</b>	Calendar Year		



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Check cashing privileges - information other than suspensions

**Disposition:**

K1. Keep in CFA until record is 1 year old, then destroy.

**Event Description:**

Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

**Privacy Act Number:** A0210-60SAFM  
**Disposition Authority:** NC1-AU-80-47  
**Record Number:** 215-5m2  
**Permanent Record:** No  
**Prescribing Directives:** 215-5  
**Year Type:** Calendar Year

**Event Driven:** No  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 1



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Withholding tax exemption certificates (Superseded; use RN 215-3hh)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5n

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF employee insurance files (Superseded; use RN 215-1n)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5p

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Withholding taxes (Superseded; use RN 215-3ii1 or 215-3ii2, whichever applies)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5q

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Position schedule bonds (Superseded; use RN 215-3jj)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5r

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Payroll deductions (Superseded; use RN 215-3kk)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5s

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

NAF authorized timekeeper lists (Superseded; use RN 215-3p)

**Disposition:**

**Event Description:**

**Privacy Act Number:**

**Disposition Authority:**

**Record Number:** 215-5t

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** No

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 0



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Concessionaire operations

**Disposition:**

TE3. Event is after termination of agreement. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy the record 3 years after the event.

**Event Description:**

Copies of agreements with concessionaires and documents reflecting the performance of concessionaires. Included are current agreements and associated documents, documents concerning compliance or noncompliance with standards of service, sanitation, and safety, patron complaints and commendations, and related documents.

**Privacy Act Number:** NA

**Event Driven:** Yes

**Disposition Authority:** II-NNA-1445

**Additional Dispositional Authority:**

**Record Number:** 215-5u

**Permanent Record:** No

**Record Type:** Transfer

**Prescribing Directives:** 215-5

**Duration:** 3

**Year Type:** Calendar Year



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Concessionaire open applications

**Disposition:**

KE2. Event is after individual or activity is no longer considered for operation. Keep in CFA until event occurs, then destroy 2 years after the event.

**Event Description:**

Applications submitted by persons desiring to operate an activity on the installation.

**Privacy Act Number:** A0001aAHRC

**Disposition Authority:** II-NNA-1445

**Record Number:** 215-5v

**Permanent Record:** No

**Prescribing Directives:** 215-5

**Year Type:** Calendar Year

**Event Driven:** Yes

**Additional Dispositional Authority:**

**Record Type:** Keep

**Duration:** 2



## RRS-A Detail Report

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**Record Category:**

MORALE, WELFARE, AND RECREATION

**Category Description:**

These records concern the administration of and accounting for non-appropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare.

**Record Title:**

Employee service cases

**Disposition:**

KE5. Event is after disapproval or discontinuance of service or facility. Keep in CFA until event occurs, then destroy 5 years after the event.

**Event Description:**

Information on considering, approving or disapproving, establishing, or discontinuing specific employee services or facilities, such as food, medical and health services, transportation, housing, recreation, and shopping. Included are studies, letters, orders, and similar information.

**Privacy Act Number:** NA  
**Disposition Authority:** NN-166-204  
**Record Number:** 215-7a  
**Permanent Record:** No  
**Prescribing Directives:** 215-7  
**Year Type:** Calendar Year

**Event Driven:** Yes  
**Additional Dispositional Authority:**  
**Record Type:** Keep  
**Duration:** 5