

**This document was requested and posted by AltGov2**

**[www.altgov2.org/records-destruction-requests](http://www.altgov2.org/records-destruction-requests)**



*[Handwritten signature]*  
8/3/18

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION  
8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

**Date:** July 31, 2018  
**Appraiser:** Robyn Dexter/Steven B. Rhodes, ACNR  
**Agency:** Department of the Army  
**Subject:** DAA-AU-2018-0021

## INTRODUCTION

### Schedule Overview

Installation Management: Series 210 Installation Schedule

### Background

It is said that in order to understand U.S. Army record schedules, one must understand the Army regulations. Indeed, Army records and records management are tied inextricably to the regulations. At question here is Army Regulation (AR) Series 210 for Installations. Specifically this schedule is concerned with administrative and management functions of installations and outlines the responsibilities of garrison commanders. Included in this schedule are administrative files and records created from the 210 functional arena, including AR 210-7 Personal Commercial Solicitations on Army Installations; AR 210-14 Installation Status Report (ISR) Programs; AR 210-20 Real Property Planning for Installations; AR 210-22 Private Organizations on Department of the Army Installations; AR 210-25 Vending Facility Program for the Blind of Federal Property; and especially AR 210-130 Laundry and Dry Cleaning Facilities. The Army has bases both large and small in the United States and overseas in such countries as Germany, Japan, Kosovo and the Netherlands. As may be discerned from this list of services, the emphasis of this schedule is on the larger bases, both foreign and domestic, that contain housing for individual soldiers and dependent families. In its continuing effort to closely align record schedules with the reality of both current operations and the records management process, Army Records Management and Declassification Agency (RMDA) creates functional-style schedules. This schedule reflects that creed. It uses the processes required by Army Regulation 25-400-2, as well as the prescribed time bands used in the Army Records Information Management System (ARIMS) to define the items being scheduled. ARIMS simplifies the Army recordkeeping process by categorizing records into types, such as short term and long term permanent and coding the disposition instructions. This schedule consolidates and supersedes several items previously approved as temporary, most notably in the area of laundry and dry-cleaning services on base.

### Overall Recommendation

I recommend approval of the attached schedule.

## APPRAISAL

### **Item 1 (Item 1 on the schedule): Installation Correspondence**

Correspondence and routine comments on regulations, directives, and similar material relating to the administration of Army installations. This item was previously approved as temporary under General Correspondence Files (N1-AU-02-22, item 1).

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary, General Correspondence Files (N1-AU-02-22, item 1).

\*Does not document the significant actions of Federal Officials.

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

### **Item 2 (Item 2): Personal Commercial Solicitation on Army Installations; Commercial Business Solicitations – Other than records of suspensions, revocations, or other actions taken against Agents or Companies for Violations of Regulations**

Records regarding suspensions, revocations, or other actions taken against agents or companies for violations of Commercial Solicitation regulations. Also, records pertaining to the qualifications and experience of firms and individuals soliciting services including brochures, pamphlets, questionnaires, lists, and related correspondence. Records regarding suspensions, revocations, or other actions taken against commercial agents or companies for violations of regulations on military installations, including all types of insurance sold or solicited by dealers, brochures, pamphlets, questionnaires, and lists provided to personnel on the qualifications and experience of firms and individuals soliciting services, counseling and financial assistance offered to personnel on consumer credit transactions, and related records.. This item supersedes several previously approved scheduled items including Commercial Business Solicitation Files, Other Records (NC1-AU-84-43, item 1B); Expelled, Barred or Banned Persons (NN-166-204, item 1510-14); Appraiser Qualification Files (NN-166-204, item 1502-09); Records of Suspensions (NC1-AU-84-43, item 1A).

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. This item supersedes several previously approved scheduled items including Commercial Business Solicitation Files, Other Records (NC1-AU-84-43, item 1B); Expelled, Barred or Banned Persons (NN-166-204, item 1510-14); Appraiser Qualification Files (NN-166-204, item 1502-09); Records of Suspensions (NC1-AU-84-43, item 1A).

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

**Item 3 (Item 3): Appraisal and reappraisal of Government-owned housing**

Information on the appraisal and reappraisal of Government-owned housing rented to civilians, including rental schedules, copies of appraisal reports; information gathered by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports, and such source data. This item supersedes three existing items previously approved as temporary; Appraiser precedents (NN-166-204, item 1503-10); Rental value appraisals (II-NNA-242, item 1) and Abstractor lists (NN-166-204, item 1503-12).

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. Appraiser precedents (NN-166-204, item 1503-10); Rental value appraisals (II-NNA-242, item 1) and Abstractor lists (NN-166-204, item 1503-12) were previously approved as temporary.

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Item 4 (Item 4.1): Real Property Master Planning for Army Installations Military Construction (MILCON) Project – Offices of the Army Staff, Army Commands, Army Service Component Commands, Direct Reporting Units, and command HQ offices**

Records relating to the planning, design, and construction of specific projects or properties on or within Army installations. This item was previously approved as temporary under Military Construction Project Files (NC1-AU-78-92, item 1B).

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary, Military Construction Project Files (NC1-AU-78-92, item 1B).

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

**Item 5 (Item 4.2): Real Property Master Planning for Army Installations; Master Plans - Office of the Chief of Engineers and offices other than installation to which the plan pertains; Site Selection Reports Informational Files; Range Clearances**

Records relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations including copies of the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, background material, and related correspondence. Records relating to locating and disposing of unexploded ammunition on firing ranges at installations, including maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of salvaged scrap metal; statements in place of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location, and disposition effected and related records. This item supersedes five existing items previously approved as temporary: Master Planning Files OCE (NC1-AU-81-34,

item 2) and Master Planning Files Other Offices (NC1-AU-81-34, item 3); Military Construction Project Files, Field Offices (NC1-AU-78-92, item 1C); Range Clearances (II-NN-3358, item 1) and Site Selection Report Informational Files (N1-AU-01-13, item 26). In the case of Site Selection Report Informational Files the retention period is changed from 6 years to 6 years but no longer than 15 years. For Military Construction Project Files, Other Offices and Military Construction Project Files, Field Offices the retention period is changed from 2 years and 10 years after completion or abandonment of a project respectively, to 6 years but no longer than 15 years after completion or abandonment of a project.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. This item supersedes five existing items previously approved as temporary: Master Planning Files OCE (NC1-AU-81-34, item 2) and Master Planning Files Other Offices (NC1-AU-81-34, item 3); Military Construction Project Files, Field Offices (NC1-AU-78-92, item 1C); Range Clearances (II-NN-3358, item 1); Site Selection Report Informational Files (N1-AU-01-13, item 26).

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

**Item 6 (Item 4.3): Real Property Master Planning for Army Installations; Master Plans – Installation to which the plan pertains: If not listed in the National Register of Historical Places**

Records regarding the preparation, development, review, approval, and revision of master plans for permanent Army installations including the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development and related information. This item supersedes Master Planning Files, Installation to which the plan pertains, other installations (NC1-AU-81-34, item 1B) approved previously as temporary. While there is no change to the disposition the retention is altered from 20 years after suppression or installation is transferred from Army control, whichever is first, to 20-30 years after suppression or installation is transferred from Army control.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Does not document the significant actions of Federal Officials.

\*Previously approved as temporary. This item supersedes Master Planning Files, Installation to which the plan pertains, other installations (NC1-AU-81-34, item 1B) approved previously as temporary.

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

**Item 7 (Item 4.4): Real Property Master Planning for Army Installations: Military Construction Projects – Listed in the National Register of Historic Places or qualified for such listing**

Records relating to the planning, design, and construction of specific projects for Properties on Army installations having architectural or historical significance and are listed in the National Register of Historic Places or qualified for such listing. These include buildings essentially original in design, representative of a basic design for each variant of a standard design, embody the distinguishing characteristics of either a period or regional architectural style, buildings which include architectural or engineering innovations, buildings associated with major functions or activities of the Federal government such as post offices, customs houses, court houses, forts, hospitals, buildings associated with events or persons who represent the broad history of the country, drawings by noted architects and similar buildings of note. Specific records covered include authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports and similar information. This series will also play a role in completing the buildings file in the National Register of Historic Places and National Historic Landmarks Program Records.

**Proposed Disposition:** Permanent

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*High potential research value

\*Documents the national experience.

**Adequacy of Proposed Transfer Instructions:** Adequate

**Media Neutrality:** Requested and Approved.

**Item 8 (Item 5): Private Organizations on Department of the Army Installation; Private Organizations**

Records relating to private organizations authorized to operate on Army installations including private organization checklists, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, and related information. This item supersedes Private Organizations (N1-AU-01-13, item 24) approved previously as temporary. Disposition is unchanged but the retention is altered from 6 years after no longer needed to 6 years after business use, but no longer than 15 years.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. This item supersedes Private Organizations (N1-AU-01-13, item 24) approved previously as temporary.

\*Does not document the significant actions of Federal Officials.

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

**Item 9 (Item 6): Vending Facility Program for the Blind on Federal Property; Vending**

### **Facility Program for the Blind on Federal Property**

Records relating to, the implementation of the Randolph-Sheppard Act including identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints, requests for stockage, facility conditions; and reports. This item supersedes Vending Facility Program for the Blind on Federal Property (N1-AU-01-13, item 27) approved previously as temporary. Disposition is unchanged but the retention is altered from 6 years after no longer needed to 6 years after business use, but no longer than 15 years.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. This item supersedes Vending Facility Program for the Blind on Federal Property (N1-AU-01-13, item 27) previously approved as temporary.

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

### **Item 10 (Item 7.1): Laundry and Dry Cleaning Operations; Station, Unit, and Organization Laundry and Dry Cleaning Files**

Records relating to station, unit or organization laundry and dry cleaning operations, including laundry and dry cleaning collection and delivery sheets, hospital transport, roster and statements, organization laundry lists, abstracts of laundry work for individual patrons; abstracts of enlisted and organizational laundry and dry cleaning (with and without cash reimbursement); cash collection and related records. This item supersedes two existing items, namely Unit and Organizational Laundry and Dry-cleaning Files (NN-166-204, item 1410-35) and Station Laundry and Dry-cleaning Files (NN-166-204, item 1410-36).

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Has little to no research value.

\*Previously approved as temporary. This item supersedes two existing items approved as temporary, Unit and Organizational Laundry and Dry-cleaning Files (NN-166-204, item 1410-35) and Station Laundry and Dry-cleaning Files (NN-166-204, item 1410-36).

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.

### **Item 11 (Item 7.2): Laundry and Dry Cleaning Operations; Station Laundry and Dry Cleaning Receipts, Surveys**

Records relating to receipt and control of laundry and dry cleaning including laundry and dry cleaning lists, roster and statements, abstracts of laundry or dry cleaning organizational work, machine tapes and similar information. Records of actions taken to evaluate and improve the overall Laundry and Dry cleaning Program including staff studies, survey and test reports, coordinating actions, and related papers Records relating to the review, approval, and disapproval of recommendations for the establishment, change in capacity, or discontinuance of

laundry and dry cleaning facilities including change in capacity or discontinuance, justification data, survey reports, approvals, disapprovals, and notifications of establishment or discontinuance. Records on the technical review of layout plans for the construction or modification of laundry and dry cleaning facilities and associated equipment including preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the review. Records relating to, supervision, rendering assistance and advice, and review and analysis of the Laundry and Dry cleaning Program. This item supersedes five items previously approved as temporary: Station Laundry and Drycleaning Receipts (N1-AU-01-13, item 47); Laundry and Drycleaning Surveys (N1-AU-01-13, item 48); Laundry and Drycleaning Facility Establishment Files. Approvals (N1-AU-01-13, item 49); Laundry and Drycleaning Facility Establishment Files. Disapprovals (N1-AU-01-13, item 50); Laundry and Dry Cleaning Program Reports (N1-AU-01-13, item 51). Disposition for the superseded items is unchanged but the retention is altered from 6 years after no longer needed to 6 years after business use, but no longer than 15 years.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary. This item supersedes five items previously approved as temporary: Station Laundry and Drycleaning Receipts (N1-AU-01-13, item 47); Laundry and Drycleaning Surveys (N1-AU-01-13, item 48); Laundry and Drycleaning Facility Establishment Files. Approvals (N1-AU-01-13, item 49); Laundry and Drycleaning Facility Establishment Files. Disapprovals (N1-AU-01-13, item 50); Laundry and Dry Cleaning Program Reports (N1-AU-01-13, item 51).

\*Has little to no research value.

\*Does not document the significant actions of Federal Officials.

**Adequacy of Proposed Retention Period:**

\*Adequate from the standpoints of legal rights and accountability.

**Media Neutrality:** Requested and Approved.



Steven B. Rhodes

Appraiser, Agency Services