

**RETENTION CONTROL SHEET**

For use of this form, see AR 380-13; the proponent agency is OACSI.

DATE

SUBJECT

**INITIAL REVIEW**

DATE ACQUIRED/REVIEWED	RETENTION DECISION <input type="checkbox"/> 60 DAYS <input type="checkbox"/> 1 YEAR <input type="checkbox"/> INDEFINITE	DATE TO BE DESTROYED/REVIEWED
REVIEWER'S SIGNATURE		OFFICE SYMBOL

**ANNUAL REVIEW**

DATE REVIEWED	REVIEWER'S SIGNATURE	OFFICE SYMBOL
DATE REVIEWED	REVIEWER'S SIGNATURE	OFFICE SYMBOL

**RETENTION CRITERIA**

*(Check One)*

- 1. The individual or organization has been connected with an actual example(s) of violence or criminal hostility directed against an Army activity/installation/facility within the previous year. *(Para 8b(2)(a)1).*
- 2. An explicit threat to Army personnel, functions, or property within the previous year. *Para 8b(2)(a)2.*
- 3. A continuing activity of a hostile nature in the vicinity of Army installations continues to provide at the time of the annual review a significant potential source of harm to or disruption of the installation or its functions. *(Para 8b(2)(a)3).*
- 4. Within the previous year, counseled or published information actively encouraging Army personnel to violate the law, disrupt military activities or disobey lawful regulations or orders. *(Para 8b(2)(a)4).*
- 5. Information acquired in connection with an authorized investigation in progress on the date of the annual review. Such information may be retained for one year or until the investigation is completed, whichever is sooner. Any further retention must be in accordance with other criteria listed on this form. *(Para 8b(2)(b)).*
- 6. Civil disturbance information developed or acquired during an authorized period of field acquisition, reporting and processing activities must be destroyed within 60 days after the termination of the civil disturbance. *(Para 8b(3)(a)).*
- 7. After action reports and historical summaries of civil disturbance activities conducted by the US Army may be retained permanently, but will avoid references to non-affiliated persons or organizations to the greatest extent possible. *(Para 8b(3)(b)).*
- 8. Planning information described in paragraph 7 may be retained while the information is correct and current. *(Para 8b(3)(c)).*
- 9. Published documents such as library and reference material generally available to the general public may be retained without limitation. This material will not be maintained or inserted in subject or name files unless the information is retainable under other criteria listed on this form. *(Para 8b(4)).*
- 10. Only threat characterizations provided by HQDA will be maintained on file. A characterization so provided may be retained until the threat is locally determined to be nonexistent or until notification is received from HQDA that it is rescinded or superseded, whichever is sooner. *(Para 8b(5)).*
- 11. Special investigations/operations. Information acquired in the recourse of an approved special investigation/operation *(paragraph 6b)* may only be retained permanently by the US Army Investigation Records Repository. *(Para 8b(6)).*
- 12. Formerly affiliated persons. Subsequent to termination of affiliation, only threat information may be added to an individual's file subject to annual verification. *(Para 8b(7)).*