

## **SUBJECT:**

Policy Covering Disposal of Unclassified [Hard Copy of Record](#)  
Technical Data

## **PURPOSE**

The purpose of this policy is to provide guidance on when hard copy Engineering and Technical (E&T) data owned by or in the possession of United States Army Materiel Command (USAMC) may be disposed.

## **REASON**

This policy will allow costs associated with storage of E&T data to be reduced.

## **DEFINITIONS**

### **E&T data**

is defined as a technical description of an item (product and/or process) adequate for supporting an acquisition strategy, production, engineering, and/or logistics support. E&T data consists of all applicable drawings, associated lists, specifications, standards, performance requirements, quality assurance provisions, and packaging details.

### **Hardcopy**

[Copy of record ; paper, \(Need to define?\)](#)

## **CRITERIA**

Hardcopy E&T data may be disposed of if it

- ◆ complies with references 1.a through 1.d, if applicable, and
- ◆ has no significant historical value and

### **Digitized**

- ◆ has been digitized and
- ◆ will be retained in digital form ([Is there a need to specify file format?](#)), and
  - ◆ is associated with a site ([definition?](#)) that has a proven COOP and
  - ◆ Meets legal requirements as document of record ([Need to request legal to define](#)) and
  - ◆ ... and
  - ◆ ... or

## Not Digitized

- ◆ covers materiel or processes that have been removed from the Army's inventory (is this sufficient? What about FMS?) and
- ◆ there is no anticipated future use, (should there be an exclusion clause that prohibits the disposal of E&T concerning certain items like ammunition?)
- ◆ except when it is associated with
  - ◆ ammunition
  - ◆ ...
  - ◆ ... or
- ◆ has not been used for a procurement action within the past 10 years and no future uses for procurements are anticipated. (Should this be a criterion at all? What about support needs for data.) or
- ◆ is obsolete and covers nothing (hasn't this been covered above?), and/or
- ◆ is not directly associated with what could routinely be considered a safety hazard or hazardous material as defined in Federal Standard 313 (as a stand alone criterion, how do we know that next year it may be associated with a new entry to Federal Standard 313?)

## **PROCEDURES**

When disposing of E&T data the following restriction apply:

- ◆ If the E&T data is designated as proprietary data as described in reference b the data must be considered as "For Your Eyes Only" or higher and disposed of under the rules directed by reference c.
- ◆ If the E&T data is determined to be hazardous materiel it must be disposed of under the rules specified in reference d.

## **Future Policies**

Should we be considering criteria for the archiving or disposal of electronic T&E? DA has initiated a task to figure out how to perform records management for electronic "documents". Industry, as well, is beginning to consider this problem.