

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

NARS

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO

NC1-AU-82-8

DATE RECEIVED

November 25, 1981

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10

1 FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE ARMY

2 MAJOR SUBDIVISION

Office of The Adjutant General

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

John Henry Hatcher, Ph.D.

5 TEL EXT

325-6044

6-2-82
Date

[Signature]
Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal -

B Request for disposal after a specified period of time or request for permanent retention

C DATE

D SIGNATURE OF AGENCY REPRESENTATIVE

E TITLE

3/20/81

GUY B. OLDAKER

Chief, Records Management Division

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10 ACTION TAKEN

1.

Job NC1-AU-81-26, approved 23 September 1981, scheduled certain Army records as PERMANENT when generated during mobilization by units in a combat environment or designated as combat support elements. The instant request is an extension of NC1-AU-81-26.

2. Army's work on the collection of Vietnam War records (Southeast Asia War Records De-classification Project/SEAWARDEP) has included an analysis and identification of records which, because they document the conduct of operations against an enemy, we consider to have PERMANENT value to the history of the Union in general and the Army in particular.

3. The record series for which a wartime standard of PERMANENT is requested are listed on the attached detail sheets (Incls 1 through 5). Although there are no current examples of such records available in peacetime, there are Vietnam-era examples of all of these records available within the records collection at Washington National Records Center.

4 Permanent records accumulated by units in combat environ-

Relevant job nos. are provided on attached detail sheets

17 items

ments will be offered NARS 20 years after cessation of hostilities. Permanent records accumulated by other units will be offered in accordance with the provisions of the disposition jobs in which they were appraised as permanent.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114

115-107

[Handwritten notes]
4/15/81

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5. As used in this job, the term combat environment refers to actual states of war as well as situations that approximate actual wartime i.e. situations in which US forces operate against or are subject to attack from hostile forces.

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REQUEST FOR PERMANENT SCHEDULE FOR RECORDS CREATED IN WARTIME

FILE NUMBER: 224-04

REGULATION: AR 340-18-2

TITLE OF RECORD SERIES: IG Investigative Files

DESCRIPTION: "Documents relating to investigations and inquiries conducted by inspectors general. Included are reports of investigation or inquiry and related papers."

Item 1

NCI-44-79-39

CURRENT SCHEDULE: a. Files pertaining to cases that attract widespread public and/or Congressional attention; grow out of Office of The Inspector General (OTIG) investigations of alleged violations of laws, executive orders, and directives that define the permissible scope of US intelligence activities; develop into investigations of espionage, sabotage, or subversion; involve systemic problems in Army administration or result in significant changes in Army organization or policies; or are deemed to be historically significant by OTIG: PERMANENT. Cut off on completion of the investigation.

b. Other files accumulated in Headquarters, Department of the Army offices and in field commands authorized an inspector general who also reports directly to Headquarters, Department of the Army: Destroy after 5 years.

c. Other files created in all other elements: Destroy after 3 years.

PROPOSED SCHEDULE: see next page

~~Peacetime. (same as current schedule, cited above)~~

~~Mobilization: a. Files created at Division level or higher: PERMANENT.~~

~~b. All other elements: Destroy after 3 years.~~

a. Files accumulated in the Office of the Inspector General (OTIG) pertaining to cases that 1. attract widespread public and/or Congressional attention; 2. grow out of investigations of alleged violations of laws, executive orders, and directives that define the permissible scope of US intelligence activities; 3. develop into investigations of espionage, sabotage, or subversion; 4. involve systemic problems in Army administration or result in significant changes in Army organization or policies; 5. arise in a combat environment or involve units designated as combat support elements; and 6. are deemed historically significant by OTIG: PERMANENT.

b. Other files accumulated by OTIG and all files accumulated by other HQDA offices and field commands authorized an inspector general who also reports directly to HQDA (EXCLUDING field commands in a combat environment or designated as combat support elements): Destroy after 5 years.

c. Files accumulated by all other elements not in a combat environment and not designated as combat support elements: Destroy after 3 years.

d. Files accumulated by units in a combat environment or designated as combat support elements:

1. Files created at Division level or higher: PERMANENT.

2. Files created at all other levels: Destroy after 3 years.

REQUEST FOR PERMANENT SCHEDULE FOR RECORDS CREATED IN WARTIME

FILE NUMBER: 229-01
REGULATION: AR 340-18-2
TITLE OF RECORD SERIES: Combat/Training Development Requirement Files
DESCRIPTION: "Documents reflecting requirements for studies, materiel, war games, field experiments, troop tests, international standardization actions, doctrinal media, tables of organization and equipment, and other combat development actions; dates required and action agency. Included are policy and procedural memoranda and directives, program documents, revisions thereto, coordinating actions and related documents."
Item 2
Withdrawn

CURRENT SCHEDULE:
(NCI-A4-77-144)

Office responsible for preparation of program:
Destroy after 20 years.
Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.

PROPOSED SCHEDULE:

- a. Office responsible for preparation of program: Permanent.
- b. Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.

REQUEST FOR PERMANENT SCHEDULE FOR RECORDS CREATED IN WARTIME

FILE NUMBER: 607-01

REGULATION: AR 340-18-6

TITLE OF RECORD SERIES: Accident and Incident Case Files

DESCRIPTION: "Documents relating to individual accidents and incidents. Included are reports of accidents and incidents, and investigations thereof, involving (a) Army aircraft and missile systems, (b) Army and non-Army motor vehicles, (c) Army marine equipment, (d) Fires, explosives, and damage to Army property, (e) Harmful chemical, ~~and~~ biological and exposures, (f) Occupational injuries, illnesses, or death of military and civilian personnel, (g) Artillery misfirings and accidents, and (h) ~~similar documents.~~ injury or illness to non-Army personnel or damage to non-Army property as a result of Army operations (i) similar documents.

Item 3

radiological

CURRENT SCHEDULE: Office performing Army-wide responsibility for safety function and reviewing offices at lower echelons: Destroy after 5 years. *Unscheduled*
US Army Safety Center (USASC): Permanent. Retire to WNRC upon discontinuance.
Offices initiating reports and investigations: Destroy after 5 years.

PROPOSED SCHEDULE: See next page
a. Peacetime: (same as current sched. above)
b. Mobilization:
(1) Office performing Army-wide responsibility for safety function and reviewing offices at lower echelons: Destroy after 5 years.
(2) US Army Safety Center (USASC): PERMANENT.
(3) Offices initiating reports and investigations:
(a) Reports of artillery misfiring and artillery accidents: PERMANENT.
(b) All other reports and investigations: Destroy after 5 years.

- a. US Army Safety Center: Destroy after 30 years in CFA.
- b. Office, Chief of Engineers, records created prior to 1 January 1982:
Destroy after 30 years.
- c. Reports of artillery misfirings or accidents and harmful chemical, radiological, and biological exposures accumulated by units in a combat environment or designated as combat support elements: PERMANENT.
- d. All other records: Destroy after 5 years.

REQUEST FOR PERMANENT SCHEDULE FOR RECORDS CREATED IN WARTIME

FILE NUMBER: 923-09

REGULATION: AR 340-18-9

TITLE OF RECORD SERIES: Command Health Reporting Files

DESCRIPTION: "Documents reflecting current sanitary conditions and factors which influence health, such as data on environmental sanitation, personal hygiene of troops, foods and nutrition, communicable disease incidence and control, and similar information. Included are command health reports, installation sanitation or health reports, and similar or related documents."

Item 4

CURRENT SCHEDULE: Office performing Army-wide staff responsibility: PERMANENT.
 (NCI-A4-75-15) Other offices: Destroy after 2 years.

PROPOSED SCHEDULE:

See next page

~~a. Peacetime: (same as current sched. above)~~

~~b. Mobilization:~~

~~(1) Officer performing Army-wide staff responsibility: PERMANENT.~~

~~(2) Units in a combat environment or designated as combat support units: PERMANENT.~~

~~(3) Other offices: Destroy after 2 years.~~

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- a. Offices performing Army-wide staff responsibility: PERMANENT.
 - b. Units in a combat environment or designated as combat support elements:
PERMANENT.
 - c. Other Offices: Destroy after 2 years.
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REQUEST FOR PERMANENT SCHEDULE FOR RECORDS CREATED IN WARTIME

FILE NUMBER: 1009-05
REGULATION: AR 340-18-10
TITLE OF RECORD SERIES: Training Assistance Files
DESCRIPTION: "Documents related to training in foreign nation. by mobile training teams and contractor technicians. Included are (a) requests for training teams, (b) comments of major commands, (c) acceptances, (d) cancellations, (e) foreign training effectiveness reports, and (f) related documents."

Item 5

CURRENT SCHEDULE:
 NCI-A4-78-1
 NCI-A4-81-14

- a. Offices performing Army-wide staff responsibility: PERMANENT.
- c. Other offices: Destroy after 2 years.
- b. US Army Military Assistance Institute: Permanent.

PROPOSED SCHEDULE:

See next page

- a. Peacetime: (same as current sched. above)
- b. Mobilization: ~~PERMANENT (all levels of command.)~~
 - 1. Units in a combat environment or designated as combat support elements: Permanent (at all levels of command).
 - 2. Other offices: Same as peacetime.

- a. Offices performing Army-wide staff responsibility: PERMANENT.
- b. US Army Institute for Military Assistance: PERMANENT.
- c. Units in a combat environment or designated as combat support elements:
PERMANENT.
- d. Other Offices: Destroy after 2 years.