

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC2-107-80-001

This schedule provided disposal authority for records previously accessioned into the holdings of the National Archives.

Per NARA Directive 1540 – *Reappraisal and Deaccessioning of Archival Federal Records*:

An internal disposal is the permanent removal of a discrete set of an accessioned series of records from NARA's physical and legal custody, from any number of physical locations (up to and including all physical locations), because they have been reappraised as temporary, without affecting the existing disposition authority for any remaining records. This removal can result in the records being destroyed, permanently returned to an agency, or donated to another organization.

It is assumed that the schedule was implemented after the record scheduling process was completed (concurrence by the agency, notice to the public via the Federal Register, and approval by the Archivist of the United States).

Note: Dossiers documenting the internal disposal process, for internal disposals processed from 1935 to 1985, were accessioned (transferred) into the holdings of the National Archives.

Date Reported: 11/18/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO
July 3, 1980	102-107-80-1
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 "with-drawn" in column 10	
9-18-80 <i>J. L. Anderson</i> (Date) <i>acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

National Archives and Records Services

3. MINOR SUBDIVISION

Military Archives Division

4. NAME OF PERSON WITH WHOM TO CONFER

Maida H. Loescher

5. TEL. EXT.

52-33070

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 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7/2/80 Date *Maida H. Loescher* (Signature of Agency Representative) Director, Military Archives Division (Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORD GROUP 107, RECORDS OF THE OFFICE OF THE SECRETARY OF WAR OFFICE OF THE SECRETARY <u>Correspondence</u> 1. Unsigned pencil drafts of letters copied into letter books. 1804-66. 2. Duplicate name and subject index. 1862-68. 1 vol. 3. List of letters received in 1890. 1890. 1 vol. 4. Correspondence concerning inquiries about soldiers who served in the War with Spain. 1898. <u>Records relating to expositions</u> 5. Register of disbursements, Louisiana Purchase Exposition. 1902-05. 1 vol. 6. Vouchers, Louisiana Purchase Exposition. 1902-05. 7. Register of disbursements, Lewis and Clark Centennial Exposition. 1905. 1 vol. 8. Vouchers, Jamestown Tercentennial Exposition. 1907.		see below

~~SECRET~~ N/A/M

Request for Records Disposition Authority - Continuation

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9.	Register of disbursements, Jamestown Tercentennial Exposition. 1907.		
10.	Register of disbursements, Alaska - Yukon - Pacific Exposition and the Panama Pacific International Exposition. 1908-16. 1 vol.		
	<u>Records relating to claims</u>		
11.	Register of letters received relating to state and territorial claims. 1886-88. 1 vol.	<i>See below</i>	
12.	Duplicate name and subject indexes to reports of War Department claimboards. 1875-80. 2 vols.		
	<u>Records relating to military personnel</u>		
13.	Duplicate register of applications for commissions in the Regular Army. 1862. 1 vol.		
14.	Duplicate register of applications for commissions and promotions in the Regular Army. 1854. 1 vol.		
15.	Letters transmitting applications for commissions in the I Army Corps. 1864-65.		
16.	Duplicate lists of names of officers commissioned or promoted by the Secretary of War. 1864. 1 vol.		
17.	Duplicate registers of applications for employment in the War Department. 1864-67. 2 vols.	<i>see below</i>	
18.	Duplicate register of 1864 War Department civilian appointments. 1864. 1 vol.		
19.	Duplicate register of clerical appointments. 1866-67. 1 vol.		
20.	Duplicate register of War Department civilian employees stationed in Washington, D.C. 1863-64. 1 vol.		
21.	Duplicate lists of War Department temporary civilian employees. 1864-65. 1 vol.		
22.	Oaths of allegiance of War Department clerks. 1861.		
23.	Letters of recommendation for War Department clerks. 1863-65.		

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
24.	Reports of a board of examination for the position of additional paymaster. 1865.		
25.	Letters sent by the War Department Board of Promotions concerning positions below the grade of clerk and copyist. 1896-97. 1 vol.		
26.	Duplicate register of War Department civilian employees stationed in Washington, D.C. 1882-85. 1 vol.		
27.	List of names of employees transferred to the Record and Pension Office. July 1889. 1 vol.		
28.	Register of civilians employed in the Office of the Chief of Engineers who were paid from miscellaneous appropriations. 1892-90. 2 vols.	See below	
29.	Register of civilian employees in the Office of the Chief Signal Officer. 1888-89.		
30.	Duplicate registers of unclassified appointments. 1885-90. 2 vols.		
31.	Duplicate registers of civilian employees appointed on the recommendations of congressmen and senators. 1885-91. 1 vol.		
32.	List of clerks and messengers appointed under the Army Act of August 6, 1894. 1894-99. 1 vol.		
33.	Duplicate register of appointments (14) made by the Secretary of War. 1897-98. 1 vol.		
34.	Register of civilian employees transferred or discharged. 1882-83. 1 vol.		
35.	Form letters sent to the Civil Service Commission announcing personnel changes. 1889-94. 12 vols.		
	<u>Other records</u>		
36.	Summaries of cases tried by general courts-martial and military commissions (letter "C" only). 1863-64.		
37.	Passes for the Terre Haute and Richmond (Ind.) Railroad. 1865.		
38.	Duplicate travel passes. 1864. 1 vol.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
39.	Pass book stubs. March 1863. 4 vols.		
40.	Loose pass book stubs. 1862-64.		
41.	Letters sent by the secretary of the National Board of Health concerning requests for the board's report. 1886-87. 1 vol.		
42.	Distribution lists of military attache' reports. 1931-33.		
43.	Press copies of daily work reports. 1912-23. 10 vols.		
44.	Press copies of requisitions for funds to the Secretary of the Treasury. 1919-25. 1 vol.		
45.	Duplicate accounts of funds received from various sources. 1885-1901. 1 vol.		
46.	Cancelled checks. 1846-57.		
47.	Register of payments of rent for War Department offices. 1883-89. 1 vol.		
48.	Records relating to charitable fund raising campaigns. 1918.		
49.	Account books showing amount of War Department funds available in the U.S. Treasury. 1855-85. 18 vols.		
50.	Record of expenditures and cancelled checks of the Insular Fund. 1900-1902. 3 vols.		
51.	Savings account passbooks. 1894 and 1918. 2 vols.		
52.	Bank book for the War Department Community Chest. 1932-33. 1 vol.		
53.	Record book of checks written to the New York and New Jersey Bridge Company. 1894. 1 vol.		
54.	Ledger of disbursements for irregular bounties. 1888-94.		
	<u>PRINTING AND ADVERTISING DIVISION</u>		
55.	Press copies of printing requisitions. 1907-11. 2 vols.		
56.	Lists of printing and binding requisitions. 1874-1911. 14 vols. <i>only 5 to be disposed of</i>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
57.	Register of applications for authority to advertise. 1870-73. 1 vol.		
58.	Annual inventories of blank forms on hand in War Department Offices. 1920-29.		
	<u>SUPPLY DIVISION</u>		
59.	Press copies of telegrams relating to supply orders. 1894-1912. 1 vol.		
60.	Press copies of letters transmitting stationery invoices. 1885-87. 1 vol.		
61.	Annual leases of War Department buildings in Washington. 1885-1921.		
62.	Registers of articles and services ordered. 1884-1900. 12 vols.		
63.	Register of orders for engraving of Medals of Honor. 1890-94. 1 vol.		See below
64.	Form letters ordering the engraving of Medals of Honor. 1905-07. 1 vol.		"
65.	Medal of Honor engraving orders. 1894-1918.		"
66.	Journal of expenditures for stationery and office supplies. 1892-95. 3 vols.		
67.	Day book of purchases. 1884. 1 vol.		
68.	Articles of agreement for orders of office supplies. 1899-1900.		
69.	Vouchers. 1886-1912.		
70.	Inventories of public property. 1877-1909. 7 vols.		
71.	Inventory of permanent office property. 1888-98. 1 vol.		
72.	Press copies of stationery requisitions. 1886-87. 1 vol.		
73.	Day books of items purchased and services ordered. 1891-93. 2 vols.		
74.	Press copies of purchase orders for stationery and office supplies. 1894 and 1900. 2 vols.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
75.	Press copies of stationery invoices. 1886-87. 1 vol.		
76.	Stock books of supplies on hand. 1907-13. 17 vols.		
77.	Register of requisitions for office supplies. 1929-31. 1 vol.		
78.	Registers of disbursements. 1909-18. 4 vols.		
79.	Press copies of receipts for public property. 1909-11. 1 vol.		
80.	^{copies} Press of orders sent for office supplies for the Philippines and Porto Rico. 1899-1901. 3 vols.		
81.	Lists of requisitions for stationery and office supplies. 1895-96. 1 vol.		
82.	Monthly statements of ice distribution. 1906-09. 1 vol.		
83.	Press copies of stationery orders. 1898. 1 vol.		
84.	Press copies of letters of transmittal of fiscal reports and forms. 1884-89. 1 vol.		
85.	Form letters sent to the Disbursing Clerk concerning payments of accounts. 1889-90. 1 vol.		
86.	Press copies of monthly summaries of costs of stationery and office supplies. 1906-08. 1 vol.		
87.	Press copies of letters sent to stationery suppliers. 1884-85. 1 vol.		
88.	Register of disbursements for office articles and supplies. 1883-85. 2 vols.		
	<u>APPOINTMENT DIVISION</u>		
89.	Card file of temporary civilian employees. 1898.		
90.	Letters received concerning the work of temporary clerks. 1899.		
91.	Press copies of letters sent to congressmen relating to civil service employees. 1902. 1 vol.		
92.	Press copies of records of the Civilian Personnel		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Efficiency Board. 1907. 1 vol.		
93.	Lists of employees of the Adjutant General's Office. 1898-99. 1 vol.		
94.	Lists of civilian employees at Fort Leavenworth, Kansas. 1906-07. 1 vol.		
95.	Registers of civilian employees with temporary appointments. 1898-1903. 3 vols.		
96.	Register of persons eligible for appointment in the Quartermaster Department. 1898-1900. 1 vol.		
97.	Registers of workers eligible for employment as laborers. 1902-04. 2 vols.		
98.	Accident cards. 1905-03.		
99.	Accident book. 1908-14. 1 vol.		
100.	Press copies of forms sent to the Civil Service Commission concerning the certification of job applicants. 1905-17. 5 vols.		
101.	Accident report sheets. 1913-20.		
102.	Card file of persons taking examinations for appointments. 1918.		
103.	Card file showing state form which civilian employees were appointed. n.d.		
104.	Correspondence relating to draft exemptions for laborers. 1918.		
105.	Monthly reports of overtime work. 1913-19.		
106.	Duplicate register of civilian employees. 1913-17. 1 vol.		
107.	Duplicate organization outlines of War Department offices. 1912-13.		
108.	(Illegible) press copies of forms recording changes in the status of Civil Service employees. 1914-17. 2 vols.		
109.	Lists of civilian appointments. 1917-18.		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
110.	Telegrams concerning acceptances of appointments. 1917-19.		
111.	Card file recording overpayments of civilian employees. 1917-19.		
112.	Time cards, leave cards, and other personnel type administrative records of civilian employees of the War Department in Washington, D.C. 1890-1919.		
113.	Card file recording forms sent by installations of the Engineer Department. 1916.		
114.	Card name index to general correspondence already disposed of. 1915-18.		
	<u>CIVILIAN PERSONNEL DIVISION</u>		
115.	Register of salary settlements due the estates of deceased civilian employees. 1885-1932.		
116.	Lists of retirement deductions from salaries of civilian employees. 1925-26.		
117.	Records relating to rates of pay and salary deductions of civilian employees. 1925-26.		
118.	Efficiency rating forms of civilian employees of The Adjutant General's Office. 1927.		
119.	Notices of promotions made in the Quartermaster Department under the Welsh Act. July 1928.		
120.	Duplicate copies of issuances. 1918-38.		
121.	Letters of the South Pacific Division, Engineer Department recommending the transfer of certain civilian employees to the Civil Service system. 1938.		
122.	Job classification sheets of employees of the Disposal and Sales Branches. 1919-26.		
123.	Selected decimals of the general correspondence files, 1913-40 including: 031 claims for reimbursement of travel expenses, cash awards for suggestions, on the jobs injuries, and sickness		

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 9
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	040 requests for information		
	80.11 requisitions		
	81.1 inventories of property and stationery		
	141.2 monthly office work reports		
	211.3101 daily reports of actions on Civil Service certifications		
	212.1 probational appointments		
	251. recommendations for promotions		
	291.1 report of changes in employees' status		
	330 oaths of office; letters of resignation; lists of appointees, eligible candidates, reclassifications, transfers, dismissals, and resignations; recommendations for promotions; and lists of salaries of employees		
	371-A list of employees recommended for bonus		
	633.2 reports of overtime work		
	701.1 reports of official travel		
	704 travel orders		
	<u>BUREAU OF PUBLIC RELATIONS</u>		
124.	Duplicate copies of "Spot News." 1940-42.		
	<u>SPECIAL LEGAL AND LIAISON DIVISION</u>		
125.	Weekly progress reports concerning the construction of plants for Basic Magnesium Incorporated. 1942-43.		
126.	Security-classified leases and related records concerning Defense Plant Corporation facilities. 1940-46.		
127.	Records concerning cancelled War Department-sponsored Defense Plant Corporation projects. 1941-48.		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 10
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>PLANNING BRANCH</u>		
128.	Monthly statistical reports of changes in specifications. 1926-41.		
129.	Letters of transmittal and inquiries relating to the allocation of plant facilities. 1922-30.		
130.	Reference file of the Construction and Conversion Section. 1932-41.		
131.	Letters of transmittal, requests for employment, duplicate copies of memos, and other records of the Commodities Division. 1918-42.		
	<u>NATIONAL DEFENSE POWER COMMITTEE</u>		
132.	Vouchers, requisitions, travel orders, and requests for publications. 1938-40.		
	<u>WAR POLICIES COMMISSION</u>		
133.	Vouchers, mailing lists, and duplicate copies of transcripts of testimony. 1930-31.		
	Disposition: All items will be destroyed upon approval of this schedule EXCEPT for Items 17, 18, 28, and 130, which will be disposed of by transfer to the Corps of Engineers Historical Division, and Items 4, 11, 63, 64, and 65, which will be disposed of by transfer to the US Army Military History Research Institute See attached correspondence from Army for information as to points of contact, shipping instructions, etc. for records to be transferred.		

See below