

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-156-86-1*

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

DATE RECEIVED *9/8/86*

1 FROM (Agency or establishment)

Department of the Army

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Army Records Management Operations Office

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

Records Programs Division

4 NAME OF PERSON WITH WHOM TO CONFER

William G. Seibert

5 TELEPHONE EXT

7-693-7216
8-273-7216

DATE

12-16-86

ARCHIVIST OF THE UNITED STATES

Frank A. Burke

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
4 Sep 86	W. R. BOARDMAN, CRM <i>WR Boardman CRM</i>	Army Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Located at the National Personnel Records Center (Military), St. Louis, Missouri, are Army organizational records generally dating from the late 1940's through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF115 is a part of this effort.</p> <p>This schedule covers only those records located in NPRC created by U.S. Army Plants and Works. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the disposition numbers cited correspond to those in AR 340-18.</p>		<i>23</i>

12/18/86 Den

Army, NCF, NNM, NNI, NNS

Plants and Works Creating Records Maintained at NPRC

Alabama Ordnance Works, Childersburg, AL, ca. 1949-58, 16 cu. ft.
Badger Ordnance Works, Baraboo, WI, ca. 1951-59, 1 cu. ft.
Boeblingen Ordnance Plant, Boeblingen, Germany, ca. 1957, 1 in.
Cornhusker Ordnance Plant, Grand Island, NE, ca. 1945-56, 14.1 cu. ft.
Holston Ordnance Works, Kingsport, TN, ca. 1951-67, 5.3 cu. ft.
Indiana Army Ammunition Plant, Charlestown, IN, ca. 1959-63, 5 in.
Iowa Ordnance Plant, Burlington, IA, ca. 1941-66, 15.6 cu. ft.
Kansas Ordnance Plant, Parsons, KS, ca. 1951-70, 6.1 cu. ft.
Lake City Ordnance Plant, Independence, MO, ca. 1953-65, 8.3 cu. ft.
Kingsbury Ordnance Plant, LaPorte, IN, ca. 1951-58, 1.5 cu. ft.
Lone Star Ordnance Plant, Texarkana, TX, ca. 1953-64, 2.2 cu. ft.
Longhorn Ordnance Works, Marshall, TX, ca. 1945-59, 7.5 cu. ft.
Louisiana Ordnance Plant, Shreveport, LA, ca. 1942-66, 3.8 cu. ft.
Mainz Army Ordnance Plant, Bad Kreuznach, Germany, ca. 1957-58, 2 in.
Maumelle Ordnance Works, Little Rock, AK, ca. 1941-61, 11.1 cu. ft.
Michaud Army Ordnance Plant, New Orleans, LA, ca. 1954, 2 in.
Milan Ordnance Plant, Milan, TN, ca. 1952-63, 3.2 cu. ft.
Nebraska Ordnance Plant, Wahoo, NE, ca. 1942-58, 22.5 cu. ft.
Ober Ramstadt Army Maintenance Plant, Ober Ramstadt, Germany, ca. 1964-65,
2 in.
Ordnance Assembly Plant, Army Chemical Center, Maryland, ca. 1943-63,
12.9 cu. ft.
Pantex Ordnance Plant, Amarillo, TX, ca. 1951-63, 3.5 cu. ft.
Radford Army Ammunition Plant, Radford, VA, ca. 1952-64, 8 in.
St. Louis Ordnance Plant, St. Louis, MO, ca. 1951-59, 29.2 cu. ft.
Schwaebisch Gmuend Ordnance Plant, Schwaebisch Gmuend, Germany, ca. 1957-61,
5 in.
Sunflower Ordnance Works, Lawrence, KS, ca. 1945-59, 17.3 cu. ft.
Twin Cities Army Ordnance Plant, Minneapolis, MN, ca. 1958-61, 2.3 cu. ft.
Volunteer Ordnance Works, Chattanooga, TN, ca. 1951-66, 1.9 cu. ft.
Wabash River Ordnance Works, Newport, IN, ca. 1945-60, 10.7 cu. ft.

The following series are included among the Plants and Works records at NPRC, but have not been described in this schedule because they have previously been appraised as permanent.

Alabama Ordnance Works

General Orders, ca. 1956-57, 1 in.
Installation Historical Files, ca. 1954-58, 1 in.
Organization Planning Files, ca. 1952-53, 1 in.
Regulations, ca. 1956-57, 1 in.

Badger Ordnance Works

General Orders, ca. 1951-58, 3 in.
Operations Planning Files, ca. 1953-55, 1 in.
Organization Planning Files, ca. 1946-55, 6 in.
Procedural Standardization Files, ca. 1957-59, 1 in.
Regulations, ca. 1959, 1 in.

Cornhusker Ordnance Plant

General Orders, ca. 1955-56, 1 in.
Military Historians Files, ca. 1945-56, 1.2 ft.
Organization Planning Files, ca. 1954-56, 4 in.
Regulations, ca. 1949-56, 1 in.
Standing Operating Procedures, ca. 1955-56, 1 in.

Holston Ordnance Works

General Orders, ca. 1953-67, 10 in.
Historical Summary, ca. 1954, 1 in.
Regulations, ca. 1953-54, 1 in.
Standing Operating Procedures, ca. 1954, 1 in.

Indiana Army Ammunition Plant

Activation and Inactivation Files, ca. 1963, 1 in.
General Orders, ca. 1959-63, 1 in.
Installation Historical Files, ca. 1962, 1 in.
Military Historians Files, ca. 1962, 1 in.
Operations Planning Files, ca. 1960-63, 1 in.
Organization Planning Files, ca. 1960-63, 1 in.
Standing Operating Procedures, ca. 1963, 1 in.

Iowa Ordnance Plant

General Orders, ca. 1951-66, 3 in.
Operating Program Progress Report Files, ca. 1966, 1 in.
Operations Planning Files, ca. 1941-1960, 4.5 ft.
Organization Planning Files, ca. 1951-63, 11 in.

Kansas Ordnance Plant

General Orders, ca. 1951-70, 2 in.
Installation Historical Files, ca. 1962, 1 in.
Organization Planning Files, ca. 1952-56, 2 in.

Kingsbury Ordnance Plant

Installation Historical Files, ca. 1955-58, 1 ft.
Military Historians Files, ca. 1954, 1 in.

Lake City Ordnance Plant

General Orders, ca. 1959-63, 1 in.
Mobilization Program Planning Files, ca. 1953-65, 6 in.
Operating Program Progress Report Files, ca. 1963, 1 in.
Organization Planning Files, ca. 1963, 1 in.
Regulations, ca. 1961-63, 2 in.

Lone Star Ordnance Plant

General Orders, ca. 1954-64, 2 in.
Military Historians Files, ca. 1955, 2 in.
Organization Planning Files, ca. 1953-63, 5 in.
Regulations, ca. 1953-62, 2 in.
Standing Operating Procedures, ca. 1954, 1 in.
Unit History Files, ca. 1953, 1 in.

Longhorn Ordnance Works

General Orders, ca. 1951-59, 2 in.
Historical Summary, ca. 1945-52, 1 in.
Military Historians Files, ca. 1953-59, 2 in.
Operations Planning Files, ca. 1953-59, 4 in.
Organization Planning Files, ca. 1952-59, 3 in.
Regulations, ca. 1946-59, 2 in.
Standing Operating Procedures, ca. 1952, 1 in.

Louisiana Ordnance Plant

General Orders, ca. 1954-66, 2 in.
Military Historians Files, ca. 1952-55, 10 in.
Organization Planning Files, ca. 1945-62, 4 in.
Regulations, ca. 1954-59, 1 in.
Standing Operating Procedures, ca. 1954-57, 1 in.

Mainz Ordnance Plant

General Orders, ca. 1957-58, 1 in.

Maumelle Ordnance Works

Climatological Data Files, ca. 1955-59, 1 in.
General Orders, ca. 1957-58, 1 in.
Installation Historical Files, ca. 1941-61, 2.1 ft.
Master Planning Files, ca. 1946-48, 1 in.
Procedural Standardization Files, ca. 1948-56, 4 in.
Regulations, ca. 1959, 2 in.

Michaud Army Ordnance Plant

Organization Planning Files, ca. 1954, 1 in.

Milan Ordnance Plant

General Orders, ca. 1958-63, 2 in.
Master Planning Files, ca. 1955-57, 1.8 ft.
Mobilization Program Planning Files, ca. 1963, 1 in.
Operating Procedures Files, ca. 1962, 1 in.
Operations Planning Files, ca. 1963, 1 in.
Organization Planning Files, ca. 1958-63, 7 in.

Nebraska Ordnance Plant

Installation Historical Files, ca. 1942-58, 2.5 ft.

Ober Ramstadt Army Maintenance Plant

Regulations, ca. 1964, 1 in.

Ordnance Assembly Plant

Installation Historical Files, ca. 1963, 3 in.
Master Planning Files, ca. 1959, 1 in.
Mobilization Program Planning Files, ca. 1957-63, 2 in.
Operating Program Progress Report Files, ca. 1961-63, 1 in.
Organization Planning Files, ca. 1951-63, 2 in.
Procedural Standardization Files, ca. 1956-57, 1 in.
Regulations, ca. 1943-53, 1 in.

Pantex Ordnance Plant

General Orders, ca. 1952-63, 2 in.
Installation Historical Files, ca. 1963, 1 in.
Military Historians Files, ca. 1951-63, 1.2 ft.
Mobilization Program Planning Files, ca. 1962, 1 in.
Organization Planning Files, ca. 1952-63, 2 in.
Procedural Standardization Files, ca. 1959, 1 in.
Regulations, ca. 1952-62, 2 in.
Standing Operating Procedures, ca. 1954-58, 1 in.

Radford Army Ammunition Plant

General Orders, ca. 1956-64, 3 in.
Regulations, ca. 1952-55, 1 in.

St. Louis Ordnance Plant

General Orders, ca. 1955-58, 1 in.
Operations Planning Files, ca. 1953, 8 in.
Procedural Standardization Files, ca. 1952-58, 8 in.
Standing Operating Procedures, ca. 1955, 1 in.
Unit History Files, ca. 1951-52, 2 in.

Schwaebisch - Gmuend Ordnance Plant

General Orders, ca. 1957, 1 in.
Standing Operating Procedures, ca. 1959-61, 1 in.

Sunflower Ordnance Works

General Orders, ca. 1953-59, 1 in.
Installation Historical Files, ca. 1945-58, 2 ft.
Standing Operating Procedures, ca. 1958-59, 1 in.

Volunteer Ordnance Works

General Orders, ca. 1966, 1 in.
Organization Planning Files, ca. 1952-59, 3 in.

Wabash River Ordnance Works

Installation Historical Files, ca. 1954-58, 4 in.
Operations Planning Files, ca. 1955, 1 in.
Organization Planning Files, ca. 1955, 1 in.

Items in this Schedule

Series recommended for permanent retention

1. Manuals
2. Ordnance Installation/Activity Brochure
3. Production Impairment Case Files

Series containing both permanent and disposable material

4. Directives
5. General Correspondence
6. Security General Correspondence
7. Work Simplification Files
8. Individual Accident Case Report Files

Series recommended for disposal

9. Bulletins
10. Circulars
11. Industrial and Applications Engineering Case Files
12. Medical Daily Diaries
13. Memorandums
14. Minutes of Industrial Planning Board
15. Minutes of Staff Meetings
16. Public Information Report Files
17. Research and Development Case Files

1. Manuals. ca. 1956-63, 5 in.

227.01A

Near-print issuances published at the Ordnance Assembly Plant, and at Lake City and Lone Star Ordnance Plants which were used for a variety of purposes such as prescribing uniform policies and operating procedures; establishing plans and programs; describing organizational structure; defining the functions and responsibilities of various organizational elements.

Permanent. Offer to NARA immediately upon approval of this schedule.

2. Ordnance Installation/Activity Brochures. ca. 1962-63, 1 in.

Near-print issuances published by Pantex Ordnance Plant which include mission statement; narrative description of plant facilities, capabilities, and utilization, including available transportation, shipping and receiving, housing, communication, and training facilities; histories both of the installation and the operating contractor; organization chart; site plans.

Permanent. Offer to NARA immediately upon approval of this schedule.

3. Production Impairment Case Files. ca. 1942-48, 4 in. 274.119

Analogous to domestic intelligence data files (502.01). Reports, memorandums, and correspondence from the Louisiana Ordnance Plant relating to investigations of explosions, equipment breakdowns of a suspicious nature, labor unrest, racial agitation, and other occurrences disruptive of normal plant operations.

Permanent. Offer to NARA immediately upon approval of this schedule.

4. Directives. ca. 1959-63, 1 in.

227.01

Numbered near-print issuances from the Army Ordnance Plant, Schwaebisch-Gmuend. Supply directives are actually procedures which set policies and provide guidance for conducting various aspects of the supply function at the plant. Plant directives address routine administrative and security matters common to any military installation, such as the assignments of military security guards and instructions for the on-call duty officer.

a. Supply directives.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. Plant directives.

Destroy immediately upon approval of this schedule.

5. General Correspondence. ca. 1942-63, 147 cu. ft.

EAR 345-220-18D

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of Army plants and works. The records were created at the following installations: Alabama Ordnance Works (14.8 cu. ft.); Badger Ordnance Works (1 in.); Cornhusker Ordnance

Plant (12.3 cu. ft.); Holston Ordnance Works (3.5 cu. ft.); Iowa Ordnance Plant (8.2 cu. ft.); Kansas Ordnance Plant (5.4 cu. ft.); Kingsbury Ordnance Plant (3 in.); Lake City Ordnance Plant (6.5 cu. ft.); Lone Star Ordnance Plant (6 in.); Longhorn Ordnance Works (5 cu. ft.); Louisiana Ordnance Plant (13 in.); Maumelle Ordnance Works (6.7 cu. ft.); Michaud Ordnance Plant (1 in.); Milan Ordnance Plant (6 in.); Nebraska Ordnance Plant (20 cu. ft.); Ordnance Assembly Plant (10 cu. ft.); Pantex Ordnance Plant (1 in.); St. Louis Ordnance Plant (26.3 cu. ft.); Sunflower Ordnance Works (14.2 cu. ft.); Twin Cities Ordnance Plant (2.1 cu. ft.); Volunteer Ordnance Works (9 in.); Wabash River Ordnance Works (8.8 cu. ft.). The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. The records are arranged by War Department Decimal Filing System. Several record types and/or subject areas, found at various levels within the system, recommend themselves for permanent retention: records documenting labor disputes, strikes, and industrial relations generally; installation historical summaries, mission statements, and organizational charts; files containing maps and site plans; correspondence relating to research and development.

Another broad subject area, perhaps best described under the rubric "environment-related data," has legal rather than archival value. It is recommended that this material be kept for fifty (50) years, at the end of which any potential claims against the United States presumably will either have been settled through litigation or been extinguished by the passage of time. These records include information on waste disposal methods; plant water and sewage systems and how they tie in to the local municipal or county infrastructure; chemical control of insect and rodent infestation; health and safety inspections; decontamination of buildings.

Ordnance Assembly Plant records from the 100 level (Finance and Accounting) reflect problems of incompatibility which existed between Chemical Corps and Ordnance Corps fiscal systems. Files of the St. Louis Ordnance Plant assigned the number 334 (Boards, Commissions, Councils, and Missions) contain minutes of the Joint Armed Forces Disciplinary Control Board for the St. Louis Area. These records document social conditions existing in St. Louis in the early 1950's and describe problems confronted by the military establishment there in areas such as liquor law violation, social hygiene, race relations, and public accommodations.

This item is not applicable to those individual files which document long-range planning, organizational, and policy matters and which have previously been scheduled for permanent retention. In addition, this item is not applicable to specific series or portions of administrative files described and provided for elsewhere in this schedule.

a. Classified records from the Ordnance Assembly Plant. Records pertaining to the following subjects, arranged by War Department Decimal Filing System under the numbers shown or wherever else they may have been filed: Labor disputes and strikes, 004.07; Maps and site plans,

013, 333, 600, 601, 619, 680; Military histories and historical summaries, 314.7; Industrial installation data reports, 319.1; Organization, 320; Research and development, 400.11, 471-479.

Certain specific files from specific plants: Finance and accounting records from the Ordnance Assembly Plant filed under 100.4-100.6; Board records from the St. Louis Ordnance Plant filed under 334.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. Records pertaining to environmental and public health matters arranged by War Department Decimal Filing System under the following numbers or wherever else they may have been filed: 010, 062, 310, 381, 634, 671.1, 700, 720, 729.5.

100

* See bottom of page

Destroy ~~fifty~~ years after approval of this schedule.

c. Unclassified records arranged by War Department Decimal Filing System other than those cited in (a) and (b) above.

Destroy immediately upon approval of this schedule.

6. Security General Correspondence, ca. 1951-60, 2 cu. ft. 501.01A

Letters, memorandums, reports, and other correspondence relating to routine administration of security violation investigations and security classification activities. The records were created at the following installations: Iowa Ordnance Plant; Lone Star Ordnance Plant; Longhorn Ordnance Works; Maumelle Ordnance Plant; Milan Ordnance Plant; Pantex Ordnance Plant; and Wabash River Ordnance Works. Most of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as handling of classified material, the regrading of security classified documents, and the processing of individual security clearances. Some files, however, include maps and site plans, which have archival value. Classified files created at Pantex contain correspondence requesting designation of the plant as a "key facility" on account of its status as part of the Atomic Energy Commission's (AEC) weapons production complex and its evaluation as a critical facility by the AEC's Division of Military Application. These records provide evidence of the importance of the functions performed at Pantex to the national security. Records from Milan document the use of radio-active materials and provide valuable information on environmental conditions existing at the plant.

a. Classified records from Pantex Ordnance Plant. Maps and site plans from all installations.

Permanent. Offer to NARA immediately upon approval of this schedule.

b. Records from Milan Ordnance Plant which describe the use of radio-active material there.

* Re Item 5b - In 2036, Army will re-evaluate these records to determine if they may be destroyed. If, at that time, Army determines that these records are no longer needed for legal, fiscal, medical, or other reasons, earlier disposal is authorized.

Destroy fifty years after approval of this schedule.

- c. All Security General Correspondence other than that cited in (a) and (b) above.

Destroy immediately upon approval of this schedule.

7. Work Simplification Files, ca. 1960-63, 3 in. 216.03

Documents related to the analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, actions taken on proposals and similar documents. The records were created at the Ordnance Assembly Plant and Pantex Ordnance Plant. Proposals contained in these files are recommendations for minor improvements in control of work requests to be incorporated in standard operating procedures (SOP's). They have no archival value. If adopted, the recommendations would be reflected in plant SOP's, which are permanent records. The file from Pantex does, in fact, contain record copies of plant SOP's.

- a. Record copies of Pantex standing operating procedures.

Permanent. Offer to NARA immediately upon approval of this schedule.

- b. Work simplification files other than those cited in (a) above.

Destroy immediately upon approval of this schedule.

8. Individual Accident Case Report Files, ca. 1957-63, 2 in. 607-01

This series is normally disposable. However, security classified records from Pantex Ordnance Plant contain investigations of accidents involving nuclear weapons produced at the facility and, in at least one case, of radiation contamination of personnel and equipment. Reports and investigations of accidents involving harmful chemical, biological, or radiological exposure in a combat or combat support environment have been scheduled as permanent by NARA. Although the Pantex records were not produced in a combat situation, production of atomic bombs at Pantex was a unique activity for the Army. Records which document unusual and potentially calamitous incidents at such an activity are worthy of permanent retention.

Permanent. Offer to NARA immediately upon approval of this schedule.

9. Bulletins, ca. 1949-62, 1.3 cu. ft. 227.01

Numbered issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Issued in a variety of offices for numerous routine administrative or housekeeping purposes, from disseminating to civilian personnel information on the Federal Retirement System to scheduling training films.

Destroy immediately upon approval of this schedule.

10. Circulars, ca. 1953-64, 7 in. 227.01

Numbered issuances published for the purpose of circulating routine information of a transitory nature. Issued by a variety of offices, circulars generally bear an expiration date not later than one year from the date of issue.

Destroy immediately upon approval of this schedule.

11. Industrial and Application Engineering Case Files, ca. 1953-54, 2 in. 1410.01

Documents from Iowa Ordnance Plant relating to specific research and development projects, which reflect a continuing history of the projects through the industrial or applications engineering process. This process begins after a functionally acceptable prototype has been produced. These files pertain to the development and manufacture of equipment used in the testing and manufacture of ordnance materiel rather than to the development of the materiel itself.

Destroy immediately upon approval of this schedule.

12. Medical Daily Diaries, ca. 1951-56, 3 in. 902.03

Documents reflecting events in chronological order. Created at Maumelle Ordnance Works, these diaries contain records of routine treatment of employees for minor ailments, including brief diagnoses and descriptions of treatment.

Destroy immediately upon approval of this schedule.

13. Memorandums, ca. 1946-65, 3.5 cu. ft. 227.01B

Numbered and unnumbered issuances used for a number of routine administrative and housekeeping purposes, such as prescribing minor or short-term procedures, or publishing periodic duty assignments for plant military personnel. Issued by various offices.

Destroy immediately upon approval of this schedule.

14. Minutes of Industrial Planning Board, 1955, 1 in.

Records of the St. Louis Ordnance Plant which include routine, on-going evaluation of production requirements at the facility; discussion of plant and equipment requirements; review of proposed repair and maintenance projects and of studies investigating possible improvements in production systems, plant and equipment, etc.

Destroy immediately upon approval of this schedule.

15. Minutes of Staff Meetings, ca. 1955-58, 2 in.

Records from the Lone Star and St. Louis Ordnance Plants. These accounts deal with routine administrative subjects, ephemeral transactions and procedures relating to the day-to-day operations of the plants.

Destroy immediately upon approval of this schedule.

16. Public Information Report Files, ca. 1962-63, 1 in. 412.04

Quarterly reports created at Pantex Ordnance Plant which detail participation by plant personnel in community activities or programs in the Amarillo area, such as representing the plant at meetings of the local Chamber of Commerce; taking part in Armed Forces Day observances; publicizing Pantex's Safety Record in the local media; support of Boy Scout activities; arranging local television coverage of visits to the plant by distinguished military and civilian figures.

Destroy immediately upon approval of this schedule.

17. Research and Development Case Files, ca. 1957, 11 in. 1304.14

General correspondence and experiment files from Iowa Ordnance Plant which pertain to a research and development project investigating the Single Pour Controlled Cooling (SPCC) shell loading process. This project was concerned with improving the manufacturing process of existing weapons rather than modifying the weapons themselves or developing new weapons. Records document the development of a manufacturing process and not the product manufactured; therefore they are of only marginal interest.

Destroy immediately upon approval of this schedule.