

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-156-85-1

DATE RECEIVED

1-10-85

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

1 FROM (Agency or establishment)

DEPARTMENT OF THE ARMY

2 MAJOR SUBDIVISION

THE ADJUTANT GENERAL'S OFFICE

3 MINOR SUBDIVISION

RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Jan 24, 85 [Signature]

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, 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

3 Dec 84

JOHN HENRY HATCHER, Ph.D.

Army Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>The records covered by this job were accumulated by the Office of the Chief of Ordnance (OCO). They were offered NARS as part of Accession Job NC3-156-76-1, but were appraised as lacking sufficient historical value to warrant permanent retention.</p> <p>Selected Decimals of OCO's Central Decimal Files, 1955-61, ca. 140 feet.</p> <p>a. Decimals 112-168 -- records relate to requests for funds; obligations, allotments, and transfers of funds; the administration of specific contracts, and similar routine finance and accounts matters.</p> <p>b. Decimals 200-290 -- records relate to specific personnel actions, primarily involving civilian employees of the Ordnance Corps, such as hirings, promotions, transfers, position classifications, and wage and salary questions.</p> <p>c. Decimal 350.05 EXCEPT 350.05 (Miscellaneous) -- records relate to individual requests by foreign governments for security classified publications.</p> <p>d. Decimals 400 - 400.9 EXCEPT Decimal 400 (Standardization), Decimal 400.112, and Decimal 400.5 -- records relate to routine procurement and supply matters, including individual procurement actions; the disposal of surplus property; and</p>		16 items

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	<p>d. Decimals 500-599 -- records relate to routine transportation related matters, such as the reporting of lost or damaged shipments of materiel; the establishment of freight rates; and procedures for shipping and unloading of Ordnance materiel.</p> <p>e. Decimals 600-699 EXCEPT security classified records filed under Decimal 682.2 -- records relate to such matters as minor construction and maintenance activities at Ordnance Corps facilities; the acquisition and disposal of real property; accidents at Ordnance Corps facilities; and routine visits to facilities made by foreign nationals, business representatives, and others.</p> <p>f. Decimals 700-800 -- records relate primarily to safety inspections; requests for exemptions from established safety standards; and actions taken to reduce safety hazards.</p> <p>Records comprise the following accessions in RG 156:</p> <p>59Q1066, Box 9-21; 31; 37; 39-47; 60-63.</p> <p>59A1889, Box 7-18; 27; 32; 35-43; 54-58.</p> <p>60A1239, Box 7-15; 24; 28, 31-39; 49-52.</p> <p>61A1533, Box 7-13; 20; 25-30; 38-40.1.</p> <p>62A1146, Box 4-7; 15-16; 21-22; 34.</p> <p>Additional disposable material is interspersed with permanent records and will be destroyed by NNM during archival processing.</p>		
2	<p>Staff Study Concerning the Receiving and Distribution Center, Rossford Depot, 1955, 6 inches</p> <p>Records relate to a minor Ordnance facility, involved merely in the consolidation of shipments originating in certain Ordnance Districts.</p> <p>Records comprise Accession 156-59D1889, Box 74.</p>		
3	<p>Publications Background Files of the Ordnance Comptroller, 1956-60, 5 inches.</p> <p>Records relate to preparation of Comptroller Instructions and Notices and deal only with preparation of these issuances,</p>		

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	<p>as opposed to the formulation of policy.</p> <p>Records are interspersed in the same containers as permanent series and will, therefore, be destroyed by NNM during archival processing.</p>		
4	<p>Records Relating to Accounting Matters at Industrial Fund Activities, 1953-55, 8 inches</p> <p>Records relate to mundane policies and procedures pertaining to such matters as billings, reporting requirements, and other routine aspects of fiscal accounting by industrial fund activities.</p> <p>Records comprise Accession 156-59T1889, Box 210.</p>		
5	<p>Legislation Files, 1948-58, 16 inches.</p> <p>Records relate to pending legislation, primarily bills for which other Army offices had primary responsibility. The few bills for which OCO appeared to have prime responsibility pertained to such minor matters as the disposal of OCO facilities and reciprocal fire prevention agreements with local governments.</p> <p>Records comprise 156-60D1239, Box 67, and 156-61F1533, Box 47.</p>		
6	<p>Legal Office Subject Files, 1949-57, 2 feet</p> <p>Records relate primarily to individual instances involving the payment of so-called contingent fees by contractors to intermediaries for helping them secure government contracts. Records also include OCO input into the drafting of GSA regulations on the subject of contingent fees.</p> <p>Records comprise 156-60K1239B, Box 93 & 156-60L1239, Box 94 plus some material interspersed with permanent files, which will be destroyed by NNM during archival processing.</p>		
7	<p>Program Scheduling Files, 1958-61, 1½ feet</p> <p>Records consist almost entirely of forms prepared by individual Ordnance Corps activities concerning the amount of money earmarked for training, the number of trainees, the relevant appropriation code, and similar data.</p> <p>Records comprise 156-63B1455, 5-6, plus some material interspersed with permanent files, to be destroyed during archival processing.</p>		

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8	<p>General Administrative Files of the Provost Marshal, 1955-56, 2 feet.</p> <p>Records consist of weekly statistical reports from specific Ordnance Corps facilities concerning the number of man-hours allocated to investigative and similar activities; daily journal-type documents from individual facilities concerning their investigative and law enforcement activities; and correspondence and other records concerning crimes at specific facilities, physical security matters, and personnel assignments involving law enforcement personnel.</p> <p>Records comprise Accession 156-59T1889, Box 211-212.</p>		
9	<p>Ordnance Engine Oil Reviewing Committee Minutes, 1946-57, 1½ feet</p> <p>Records (ca. 56 reels of microfilm) relate to the approval of motor oil for Army use and consist mainly of test reports used by the Committee as the basis for its decisions.</p> <p>Records comprise 156-60Z1239D, Box 215-217.</p>		
10	<p>Miscellaneous Records of the Industrial Division, 1954-62, 3 feet</p> <p>Records accumulated by the District Operations Branch consisting of background files to mundane Ordnance issuances relating to quality control; property disposal case files; statistical tabulations relating to property disposal actions; the expenditure of appropriated funds; and similar routine matters.</p> <p>Records comprise 156-60F1239, Box 189, plus material interspersed with permanent files which will be destroyed by NNM during archival processing.</p>		
11	<p>Publications Background Files of the Field Service Division, 1957-62, 2½ feet</p> <p>Records relating to preparation of manuals dealing with mundane matters, such as supply accounting, excess property disposal, and depot operations generally.</p> <p>Records comprise 156-61A1533E, Box 180, 156-62B1146, Box 48, and 156-63A1627, Box 1, plus some material interspersed with permanent files which will be destroyed during archival processing.</p>		

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12	<p>Supply Distribution and Maintenance Administrative Files of the Systems Improvement Office, Field Service Division, 1960-62, 4 feet</p> <p>Records relate to mundane matters, such as the preparation of shipping documents, the code numbers to be used on various types of forms, reporting requirements, and other subjects relating to the policies and procedures of depots concerning routine supply and maintenance operations.</p> <p>Records comprise 156-63A1627, Box 2&4, and 338-64A2198, Box 8&9.</p>		
13	<p>ADP Systems Files, 1956-62, 4 feet</p> <p>Records relate to the use of ADP systems by Ordnance Corps activities in connection with supply management functions, particularly the nature, status, and funding of specific systems.</p> <p>Records comprise 156-62D1446, Box 52; 63A1627, 4&5; 338-64F2198, Box 23.</p>		
14	<p>Supply and Maintenance Administrative Files of the Maintenance Branch, Field Service Division, 1953-57, 1 foot</p> <p>Records relate to storage and maintenance of specific tanks and vehicles and to more general maintenance matters of a mundane nature.</p> <p>Records comprise 156-62E1446, Box 45.</p>		
15	<p>Army Stock Fund Budget Estimate Files of the Repair Parts Branch, Field Service Division, 1956-61, 1 foot</p> <p>Budget Estimates accumulated by a relatively low-level office pertaining to Ordnance Stock Fund activities annual budgets.</p> <p>Records comprise 156-63A1453, Box 12.</p>		
16	<p>Installation Status Directive Files, 1954-61, 5 inches</p> <p>Records relate to inactivation and/or excessing and similar changes in the status of small, insignificant Ordnance</p>		

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Corps installations, particularly storage facilities.

Records comprise 338-65A3468, Box 2, and 338-65A3467, Box 4.

DISPOSITION OF **ITEMS 1-16: DESTROY IMMEDIATELY.**