

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-338-86-008

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule provided disposition for records in a Federal Record Center. Records have been destroyed or transferred per the schedule.

Date Reported: 2/9/2022

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NI-338-86-8</i>	DATE RECEIVED <i>5/16/86</i>
1 FROM <i>(Agency or establishment)</i> Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Tank, QM, Transportation Centers/Commands		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER Marvin H. Kabakoff	5 TELEPHONE EXT 7-693-7248 8-273-7248	DATE <i>8-27-86</i>	ARCHIVIST OF THE UNITED STATES <i>James A. Burns</i>
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 <i>14 May 86</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman, CRM</i>	D TITLE Army Records Manager
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ITEM NO	B 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 1950 through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.</p> <p>This schedule covers only those records located in NPRC of the Ordnance Tank and Automotive Center/Command, the Quartermaster Center/Command at Ft. Lee, and the Transportation Center/Command at Ft. Eustis. Consequently, it is not applicable to current records.</p> <p>Unless otherwise noted, the item numbers cited in column 9 correspond to those in AR 340-18.</p>		

*43 items*

Items in this Schedule

Tank and Automotive Center/Command

Items recommended for permanent retention:

1. Material Engineering Case Files
2. Research and Development Technical Committee and Board Files
3. Research and Development Tripartite Standardization Files
4. Research and Development General Correspondence

Items containing both permanent and disposable material:

5. Research and Development Case Files
6. Research and Development Specifications and Drawings
7. Research and Development Photographic Files
8. General Correspondence

Items recommended for disposal:

9. Security General Correspondence
10. Daily Journals
11. Production Requirement Data Files
12. Research and Development Item Procurement Files
13. Domestic Intelligence Data Files
14. Technical Instructions
15. Policy Letters

Quartermaster Center/Command, Ft. Lee

Items recommended for permanent retention:

16. Museum Correspondence
17. Research and Development General Correspondence
18. Research and Development Case Files

Items containing both permanent and disposable material:

19. General Correspondence

Items recommended for disposal:

20. Training General Correspondence
21. Intelligence Reports

Transportation Center/Command, Ft. Eustis

Items containing both permanent and disposable material:

22. General Correspondence

Items recommended for disposal:

23. Hospital General Correspondence
24. Contractor Reliability Case Files
25. Army Exchange Historical Files

Common Series Created by More than One Center/Command

Items recommended for permanent retention:

26. Counter-Intelligence Spot Reports

Items containing both permanent and disposable material:

27. Manuals
28. Circulars

Items recommended for disposal:

29. Intelligence General Correspondence
30. Memorandums
31. Bulletins
32. Letters
33. Management Improvement Project Files
34. Management Survey Case Files
35. Facilities Control Files

Records Previously Appraised as Permanent

Tank & Automotive Center/Command

General Order, ca. 1951-64, 12 in.  
Master Planning Files, ca. 1959-60, 10 in.  
Military Historians Files, ca. 1945-60, 2.5 ft.  
Mobilization Planning Files, ca. 1953-59, 6 in.  
Operating Procedures Files, ca. 1950-62, 8.2 cu. ft.  
Operating Program Briefing Files, ca. 1963-64, 3 in.  
Operating Program Progress Reports, ca. 1960-64, 1.7 ft.  
Operations Planning Files, ca. 1952-53, 8 in.  
Organization Planning Files, ca. 1953-63, 12.7 ft.  
Regulations, ca. 1944-63, 1.3 ft.  
SOP, ca. 1951-64, 1.5 ft.

Transportation Center/Command - Ft. Eustis

Activation and Inactivation Files, ca. 1963-64, 2 in.  
Command Reports, 1954, 1 in.  
General Orders, ca. 1951-64, 10 in.  
Military Historians Files, 1953, 1 in.  
Mobilization Planning Files, ca. 1961-64, 4 in.  
Newspapers, ca. 1951-55, 5 in.  
Operating Program Briefing Files, ca. 1962-64, 1.2 ft.  
Operating Program Progress Reports, ca. 1953-64, 5 ft.  
Operations Planning Files, ca. 1954-64, 6 in.  
Organization Planning Files, ca. 1951-64, 5 ft.  
SOP, 1953-61, 2 in.  
Station Lists, ca. 1958-62, 1 in.  
Unit History, 1958, 1 in.

Permanent Records

Quartermaster Center/Command - Ft. Lee

Activation and Inactivation Files, 1963, 1 in.  
General Orders, ca. 1954-66, 1.5 ft.  
Master Planning Files, ca. 1959-60, 1 in.  
Military Historians Files, ca. 1950-62, 7.2 ft.  
Mobilization Planning Files, ca. 1960-62, 1 in.  
Newspapers, ca. 1954-56, 1.5 ft.  
Operating Procedures Files, ca. 1962-63, 6 in.  
Operating Program Progress Reports, ca. 1954-64, 1.6 ft.  
Operations Planning Files, ca. 1944-59, 2 ft.  
Organization Planning Files, ca. 1954-63, 6 ft.  
Regulations, ca. 1958-63, 1 ft.  
SOP, 1956, 1 in.  
Training Operations Files, ca. 1959-62, 10 in.  
Unit History Files, ca. 1956-66, 2 in.

1. Material Engineering Case Files, ca. 1953-62; 98 cu. ft. 1410-01

Documents from the Tank and Automotive Center/Command relating to wide variety of research and development projects during the production phase. Types of records in the series include near-print engineering activity reports, and operation, maintenance, and repair manuals; quarterly progress reports by engineers on specific contracts, showing problems reported and progress completed; individual work directive reports showing accomplishments for period and plans for next period; performance checks and reports on various projects; vehicle improvement studies; photographs of equipment; final reports of climatic testing of items; and various studies and correspondence. Duplicates of some items are in the series, and there is some overlap with research and development case files.

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

2. Research and Development Technical Committee and Board Files, ca. 1945-59; 2 cu. ft.

Records of advisory committees to the Tank and Automotive Center/Command, concerned with welding, shaped charges, cast armor, armor penetration, and similar aspects of the installation's operations. Series consists of minutes of meetings of committees; reports of activities by member agencies; review of specifications; photographs of items under discussion; project and program reports; proposals for study. Include graphs and charts on equipment and performance.

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

3. Research and Development Tripartite Standardization Files, ca. 1959-60; 1 cu. ft. 1307-20 B

NATO Standardization Agreements and related correspondence pertaining to tanks, component parts of tanks, and other items of equipment produced by the Tank and Automotive Center/Command. The agreements concern the standardization of such equipment for all NATO military forces.

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

4. Research and Development General Correspondence, ca. 1956-60; 1.9 cu. ft. 1301-01

Letters, reports, memorandums, and other correspondence from the Tank and Automotive Center/Command relating to the day-to-day activities of research and development. The records provide information on critical materials, standardization of equipment, contracts and expenditures, contract modifications, equipment and materials, and manufacturing processes.

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

5. Research and Development Case Files, ca. 1941-62, 185.5 cu. ft.

Created by the Tank and Automotive Center/Command, this series consists of technical reports; preliminary and research progress reports; performance test reports; technical illustrations (blueprints); operating and assembly instructions; correspondence; conference reports; contracts; proposals for items, such as tanks, that were never built; data on evolution of proposed design, with changes; characteristic sheets; test logs on engines and spark plugs. Records relate to whole items, such as tanks; major components, such as guns and turret assemblies; and other components, such as suspension systems, torsion bars, and use of titanium for hull superstructure. The technical reports, and some of the progress reports and operating instructions are in print or near-print format.

a. All case files, with the exception of test log sheets, such as those for engines and spark plugs.

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

b. Test log sheets, such as those for engines and spark plugs.

Destroy immediately upon approval of this schedule.

6. Research and Development Specifications and drawings, ca. 1941-62, 352 cu. ft., 1304-12

Documents from the Tank and Automotive Center/Command consisting of a variety of items relating to research and development projects. The vast bulk of the series consists of drawings, many on rolls, of components of equipment produced at the Center/Command, or of the whole item. The series also contains correspondence on specifications, and printed tripartite standardization pamphlets, which include drawings and specifications and pertain to specific items. There are also printed copies of federal specifications for particular items of equipment. Another portion of the series is composed of numerous boxes of photographs (negatives) of drawings, i.e. blueprints and drawings reduced to a 4" x 4" negative; these may duplicate the actual drawings described above. In addition, there are many boxes of computer print-out sheets containing lists of drawing numbers and dates for each.

a. Correspondence and printed material; drawings of major components (e.g. turrets, tank guns, fire control systems, etc.) or of entire items of equipment (e.g. tanks, armored personnel carriers, etc.); all specifications.

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

b. All other material, consisting of drawings of minor components, photographic negatives of drawings, and computer print-out sheets of drawing numbers and dates.

Destroy immediately upon approval of this schedule.

7. Research and Development Photographic Files, ca. 1959-60, 4 cu. ft.

Photographs from the Tank and Automotive Center/Command of drawings and blueprints. For each drawing, there are two forms of photograph: an 8½ x 14 negative, and an 8½ x 14 metallic engraving sheet. The latter would have been used for printing the drawing or blueprint in some form of publication. The series also includes some original drawings, from which the photographs were made.

a. Original drawings.

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

b. Photographic negatives and metallic engraving sheets.

Destroy immediately upon approval of this schedule.

8. General Correspondence, c. 1951-56, 70 cu. ft., AR 345-220/18 D & other items in the AR 345-200 series.

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of the Tank and Automotive Center/Command. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Much of the material pertains to routine or housekeeping operations, such as contracts, personnel, suggestions, performance reports, training courses, and procurement. Specific disposal items in the War Department Decimal Filing System include 400.3295, procurement and requisitions; 451, unsatisfactory equipment reports; and 523, shipments. However, there is some material in the series that does have archival value: 314.7, historical reports; 400.112, reports on standardization programs; 400.114, proposed revisions of specifications; 470-480, correspondence on specific items of research and development; and 600-699, correspondence on construction and special needs of this Center/Command. This item is applicable not only to centralized General Administrative Files, but also to the specific administrative files maintained by individual offices. 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. Portions of General Correspondence files listed under War Department Decimal Filing System numbers 314.7, 400.11, 470-480, and 600-699.

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

b. All other General Correspondence Files.

Destroy immediately upon approval of this schedule.



9. Security General Correspondence, ca. 1952-57, 4 cu. ft.

Letters, memorandums, reports, and other correspondence from the Tank and Automotive Center/Command relating to the routine administration of security activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to day-to-day operations. Most of the material consists of reports on security clearances, reports on visits of foreign nationals, and visitor cards and forms.

Destroy immediately upon approval of this schedule.

10. Daily Journals, ca. 1957-58, 3 in., 228-09

Documents from the Tank and Automotive Center/Commands reflecting a chronological record of events affecting the unit. Consists mainly of daily activity reports from various engineering units showing work accomplished, items sent or received, visitors, and similar routine matters.

Destroy immediately upon approval of this schedule.

11. Production Requirement Data Files, ca. 1950-57, 9 cu. ft. 1406-02

Documents from the Tank and Automotive Center/Command concerned with contracted items of equipment and their performance. Series consists of work directives; shipping orders; unsatisfactory equipment reports; test directives; parts lists; engineering change orders; inspection reports; material equipment requests; summaries of endurance tests and of field reports on problems with equipment; malpractice tests on items such as transmissions and clutches; and comparisons of equipment, such as transmissions, from various manufacturers.

Destroy immediately upon approval of this schedule.

12. Research and Development Item Procurement Files, ca. 1953-57, 10 in., 1305-03

Records from the Tank and Automotive Center/Command relating to supply contracts and to fixed price services and cost reimbursement. Series, arranged by contracting company, consists mostly of parts price lists, but also includes copies of contracts, shipping data, and correspondence on contracts and individual items of equipment.

Destroy immediately upon approval of this schedule.

13. Domestic Intelligence Data Files, ca. 1957-63, 5 in.

Documents created by the Tank and Automotive Center/Command to report on their inventory of classified documents and changes therein, and to provide data on a possible security violation in the compromise of classified information. The title of this series is a misnomer in this case.

Destroy immediately upon approval of this schedule.

14. Technical Instructions, ca. 1953-57, 5 in., 227-01

Near-print issuances of the Tank and Automotive Center/Command relating to procurement activities, such as shipping, stock status and inventory, supplies, etc.

Destroy immediately upon approval of this schedule.

15. Policy Letters, ca. 1953-54, 2 in., 227-01

Near-print issuances of the Tank and Automotive Center/Command setting forth policy on routine matters only, such as procurement, establishment of committees, utilization of various items of equipment.

Destroy immediately upon approval of this schedule.

16. Museum Correspondence, ca. 1959-61, 1 in.,

Letters, memorandums, and other correspondence from the museum of the Quartermaster Center/Command at Ft. Lee. Material generally relates to grants; loans of paintings; and donations of personal papers, guns, books, relics, photographs, and other items, including a Mexican War collection. Series also contains the General Order establishing the museum.

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

17. Research and Development General Correspondence, ca. 1960-61, 1 in.,  
1301-01

Reports and other correspondence from the Quartermaster Center/Command at Ft. Lee relating to the day-to-day operations of research and development units. Much of the material consists of trip reports concerning conferences on chemical, biological, and radiological warfare, and correspondence on Quartermaster preparations for such warfare.

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

18. Research and Development Case Files, ca. 1961-64, 6 in.

Technical reports, some in print or near-print, progress reports, memorandums, and correspondence from the Quartermaster Center/Command, Ft. Lee, on a variety of activities related to the Quartermaster function in the military. Topics include supply point versus unit distribution of field army supplies; petroleum supply for Army in field, military potential test of overcapacities, implication of biological warfare on Quartermaster items, clothing for protection against chemical warfare agents, and flame and thermal protective clothing.

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

19. General Correspondence, ca. 1951-58, 81.8 cu. ft. Ar 345-220/18D and other items in the Ar 345-200 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of the Quartermaster Center/Command at Ft. Lee. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. This material is routine in nature, dealing mainly with personnel matters, performance reports, training, procurement, and similar housekeeping matters. The classified records in the series contain the same types of routine records, and pertain to investigations and emergency planning. The only records in the series having archival value are historical reports, filed under Decimal number 314.7. This item is applicable not only to centralized General Administrative Files, but also to the specific administrative files maintained by individual offices. 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. War Department Decimal Filing System number 314.7.

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

- b. All other general correspondence files.

Destroy immediately upon approval of this schedule.

20. Training General Correspondence, ca. 1954-59, 9.2 cu. ft. 1001-01

Letters, memorandums, reports, and other correspondence from the Quartermaster Center/Command at Fort Lee relating to the routine administration of training activities. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as QM course offering lists, Army training tests, training schedules; copies of exercise reports, and similar types of material.

Destroy immediately upon approval of this schedule.

21. Intelligence Reports, ca. 1951-56, 5 in., 502-01

Reports, memorandums, and standardized forms from the Quartermaster Center/Command, Ft. Lee, relating not to actual intelligence operations but to rather mundane aspects of security activities, such as visits of foreign nationals and security clearances and inspections.

Destroy immediately upon approval of this schedule.

22. General Correspondence, ca. 1953-55, 30.2 cu. ft., Ar 345-220/18D and other items in the AR 345-200 series.

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of the Transportation Center/Command at Ft. Eustis. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. With the exception of the War Department Decimal Filing System number 314.7, historical reports, the non-classified portions of this series are totally routine in nature, dealing with personnel, training, procurement, and requisitions. However, the classified records in the series are more valuable, containing project lists, correspondence on standardization, reviews of war office policy statements, investigations of equipment, and much material on NATO standardization requirements. This item is applicable not only to centralized General Administrative Files, but also to specific administrative files maintained by individual offices. 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. War Department number 314.7; all classified portions of this series.

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

- b. Non-classified portions of this series (except 314.7).

Destroy immediately upon approval of this schedule.

23. Hospital General Correspondence, ca. 1951-53, 2 in., 901-01

Letters, memorandums, reports, and other correspondence relating to the routine administration of hospital activities at the Transportation Center/Command at Fort Eustis. This correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit, such as procurement, hiring practices, bed authorizations, venereal disease reports, and remodeling of hospital areas.

Destroy immediately upon approval of this schedule.

24. Contractor Reliability Case Files, ca. 1951-53, 4 in., 506-13

Documents from the Transportation Center/Command at Ft. Eustis relating to security clearances for contracting facilities and for individuals working for those contractors.

Destroy immediately upon approval of this schedule.

25. Army Exchange Historical Files, ca. 1951-59, 4.5 cu. ft.

Letters, memorandums, reports, minutes of meetings, and other correspondence relating to the operation and administration of the post exchange at the Transportation Center/Command at Ft. Eustis. The records document the activities of the Center/Command in its relations and liaison with the exchange. Most of the material consists of minutes of council meetings, budget and financial matters, and similar routine, administrative subjects.

Destroy immediately upon approval of this schedule.

26. Counter-Intelligence Spot Reports, ca. 1951-58, 4 in.

Documents from the Transportation Center/Command at Ft. Eustis (1 in.) and the Quartermaster Center/Command at Ft. Lee (3 in.) relating to various types of intelligence and counter-intelligence activities, and consisting of reports, charts, and memorandums. Items include reports on communists and anti-communist activities; reports on uranium in Africa; threats to the commanding general; listings of allegations of communism and investigations, by unit, and listings of people charged with being communists and their punishments; a report on the sighting of an "unconventional aircraft" (UFO), and a report on Anastasio Somoza (late dictator of Nicaragua) when he was a student at the U.S. Military Academy.

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

27. Manuals, ca. 1951-62, 8 in., 227-01

Issuances, in printed form, from the Tank and Automotive Center/Command (1 in.) and the Transportation Center/Command at Ft. Eustis (8 in.). Used for a variety of purposes, such as prescribing uniform policies and procedures, establishing programs, describing organizational structure, listing responsibilities and functions, and setting routine procedures. It should be noted that Organization and Function Manuals from the Transportation Center/Command are sometimes identified and numbered as circulars.

a. Manuals containing policies and responsibilities, organization and function, significant procedures, or important information.

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

b. All other manuals.

Destroy immediately upon approval of this schedule.

28. Circulars, ca. 1951-61, 4.8 ft., 227-01

Numbered, near-print issuances from the Tank and Automotive Center/Command (8 in.), the Transportation Center/Command, Ft. Eustis (2.8 ft.), and the Quartermaster Center/Command, Ft. Lee (1.3 ft.). Generally, provide operating instructions for the implementation of regulations. Information contained in these

issuances is usually routine in nature. However, the Transportation Center/Command sometimes published its Organization and Function manual as a circular.

a. Organization and Function Manuals published as circulars by Transportation Center/Command, Ft. Eustis.

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

b. All other circulars.

Destroy immediately upon approval of this schedule.

29. Intelligence General Correspondence, ca. 1951-56, 21. cu. ft., 501-01

Letters, memorandums, reports, and other correspondence from the Transportation Center/Command, Ft. Eustis (1 in.), and the Quartermaster Center/Command, Ft. Lee (2 ft.), relating not to intelligence activities, but to a variety of routine security operations such as surveys, inspections, and clearances.

Destroy immediately upon approval of this schedule.

30. Memorandums, ca. 1951-62, 2 ft., 227-01

Numbered near-print, and unnumbered issuances from the Tank and Automotive Center/Command (10 in.), the Transportation Center/Command, Ft. Eustis (13 in.), and the Quartermaster Center/Command, Ft. Lee (1 in.). Used for a variety of purposes, generally prescribing short-term administrative procedures.

Destroy immediately upon approval of this schedule.

31. Bulletins, ca. 1951-59, 4 cu. ft., 227-01

Numbered, near-print issuances from the Tank and Automotive Center/Command (4 in.), Transportation Center/Command, Ft. Eustis (2.5 ft.), and QM Center/Command, Ft. Lee (1 ft.). Used to convey official and unofficial information of an advisory, informative, or directive nature. Generally used to outline routine activities or minor procedural changes.

Destroy immediately upon approval of this schedule.

32. Letters, 1951-60, 10 in., 227-01

Numbered and unnumbered issuances created by the Tank and Automotive Center/Command (1 in.), and the Transportation Center/Command, Ft. Eustis (9 in.), to advise subordinate sections of changes in routine policies, or to outline housekeeping procedures. Records are in near-print format.

Destroy immediately upon approval of this schedule.

33. Management Improvement Project Files, ca. 1953-64, 4.5 cu. ft., 216-01

Documents, generally from the Comptroller sections of these organizations (Tank, 9 in.; Quartermaster, 2.8 ft.; Transportation, 1 ft.), concerned with studying and improving the routine administration of these Center/Command activities to make them more efficient and cost-effective. The most common topics include office layout and space utilization; equipment, especially ADPS; management procedures; and similar housekeeping matters.

Destroy immediately upon approval of this schedule.

34. Management Survey Case Files, ca. 1956-64, 8.2 cu. ft., 217-01

Documents, generally from the Comptroller section of these organizations (Tank, 3.7 ft.; Quartermaster, 1.3 ft., Transportation, 3.2 ft.), relating to the review of organizational structure or operational procedures for the purpose of improving efficiency or cost-effectiveness. Subjects for review include contracts; space utilization; ADPS equipment; and similar routine housekeeping matters.

Destroy immediately upon approval of this schedule.

35. Facilities Control Files, ca. 1952-59, 2 cu. ft.

Letters, reports, memorandums, and other correspondence, from the Tank and Automotive Center/Command (1 in.), the Transportation Center/Command, Ft. Eustis (7 in.), and the Quartermaster Center/Command, Ft. Lee (1.3 ft.), relating to the acquisition, construction, repair, condition, transfer, traffic patterns, utilization, or closure of specific facilities.

Destroy immediately upon approval of this schedule.