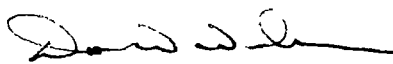


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-338-87-2	DATE RECEIVED 2/17/88
1 FROM <i>(Agency or establishment)</i> Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION US ARMY INFORMATION SYSTEMS COMMAND Bases		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 DEPUTY CHIEF OF STAFF FOR OPERATIONS (AS-OPS-MR)			
4 NAME OF PERSON WITH WHOM TO CONFER Marvin H. Kabakoff	5 TELEPHONE EXT 7-693-7216 8-273-7216	DATE 5/1/88	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 _____ 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 12 Feb	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Army Information Retention Manager
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 Bases. 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>		

Justifying Memorandum for Standard Form 115 on Records of U.S. Army Bases

This is one of a series of Standard Forms 115 relating to military organizational records maintained at the National Personnel Records Center (MPR). This SF 115 concerns records of U.S. Army Bases and may be considered an addendum to the SF 115 on Army Installations which was submitted several months ago. Dr. John Hatcher estimated the volume of Base records to be 105 cu. ft., although that includes some series that are now disposable.

There are only four bases covered by this schedule, and they fall into two categories. The first category, consisting of the Boston and New Orleans Army Bases, were routine types of installations. Boston was closely tied to the Massachusetts Military District, and New Orleans was the successor, beginning in 1965, to the New Orleans Army Terminal. The other two bases, Sandia and Killeen, were adjuncts of the Armed Forces Special Weapons Project (AFSWP), which was redesignated the Defense Atomic Support Agency in 1959, and again renamed, in 1971, as the Defense Nuclear Agency.

The AFSWP was a tri-service organization set up in January, 1947, as the successor to the Manhattan District, when the new Atomic Energy Commission took over most of the latter's functions and facilities. The AFSWP was the combined logistical support, training, and combat development agency for the military application of atomic energy. It worked on nuclear weapons development, testing, effects research, and stockpile management. The AFSWP had its headquarters in Washington, DC; it also had, in the 1950's, three adjunct or support bases, at Sandia, Killeen, and Clarksville, Tennessee.

Sandia Base was established in January, 1947, under AFSWP, and became a separate organization in May, 1951. It functioned as the Field Command of AFSWP, in support of field activities in the development and testing of nuclear weapons. Killeen Base was the 1948 redesignation of the Armed Forces Special Weapons Activity at Camp Hood, Texas; it was under the Control of the Chief, AFSWP. The mission of Killeen was to provide timely, complete, and effective special weapons support to service organizations using those weapons; and to maintain the quality of weapons stored at the site by performing stockpile maintenance. Clarksville was responsible for administrative, technical, logistical, and operational work involving atomic weapons in direct support of the AFSWP.

The records from Clarksville which had been at NPRC were all security-classified and were transferred to what is now the Washington National Records Center around 1961. Classified material from Sandia appears to have been transferred there at the same time.

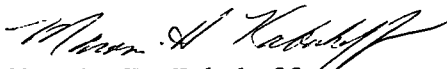
Examples of each unscheduled record series, with samples from each Base creating that series, were examined intensively for this SF 115. All series from New Orleans had previously been appraised as permanent, and so they were not examined. Approximate date spans and volumes are given for each series from each creator; these will be made more exact when the

2.

records are screened (at NPRC) and then arranged by creating organization and thereunder by series. When the arrangement is completed, a detailed box listing will be compiled. GSA Forms 6710A will then be prepared for each series from each organization.

The descriptions and disposition instructions for most series are self-explanatory. Following, however, are additional comments and explanations for particular series:

Item 2. General Correspondence. This series documents the routine, day-to-day, housekeeping activities of the creating Base. As such, it contains a considerable amount of marginal and archivally valueless material. The records from Boston were totally routine in nature, as is true for many installations. I had expected correspondence files from Killeen and Sandia to provide information on support activities necessary for the AFSWP, but this was not the case. The records pertain to routine activities common to all installations, such as accounting and personnel matters, supply and requisition, and maintenance and repair. The only files recommended for permanent retention are historical reports, and maps and site plans; we have learned that the maps in this collection (including those described in Item 4, Memorandums) may be the only extant copies for these installations. None of the files contain anything specifically relating to atomic weaponry. This data may be in the classified portions of General Correspondence that were transferred to WNRC 25 years ago. There are files, such as those relating to the disposal of excess property, that could be useful for investigations of environmental pollution as part of the Army's DERA program. These records have been recommended for retention for an additional 50 years.


Marvin H. Kabakoff
Archivist
Military Operations Branch

3.

Bases

Boston Army Base, ca. 1952-64, 6.2 ft.

Killeen Base, Killeen, TX, ca. 1952-59, 3.5 ft.

New Orleans Army Base, ca. 1964-66, 1.5 ft.

Sandia Base, Albuquerque, NM, ca. 1951-61, 25.5 ft.

Records Previously Appraised as Permanent

Boston Army Base

General Orders, ca. 1952-63, 2 in.
Operating Program Progress Reports, ca. 1955-64, 6 in.
Organization Planning, 1955, ¼ in.
Regulations, 1963, 1 in.

Killeen Base

General Orders, ca. 1952-59, 3 in.
Mobilization Planning Files, 1957, 1 in.
Operations Planning, 1958, 1 in.
Organization Planning, 1958, 2 in.
Regulations, ca. 1952-57, 2 in.
Unit History Files, ca. 1952-54, 3 in.

New Orleans Army Base

Activation and Inactivation Files, ca. 1964-66, 1.2 ft.
Installation Historical Files, 1965, 1 in.
Master Planning Files, 1965, 1 in.
Operating Program Progress Reports, 1966, 1 in.

Sandia Base

General Orders, ca. 1951-61, 2 in.
Newspapers, ca. 1951-54, 9 in.
Organization Planning, 1956, 1 in.
Regulations, ca. 1953-57, 4 in.
SOP's, 1961, 1 in.
Unit History Files, 1953, 5 in.

5.

Items in this Schedule

1. Medical Publications
2. General Correspondence
3. Sanitary Engineering and Correspondence Files
4. Memorandums
5. Legal Instruction Files
6. Bulletins
7. Circulars
8. Letters

6.

1. Medical Publications, 1961, 1 in.

Records from U.S. Army Hospital at Sandia Base consisting of articles submitted for clearance for publication. The articles document medical activities and are quite technical in content. They reflect medical work done at Sandia but do not contain any data on atomic weapons or radiation.

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

2. General Correspondence, ca. 1951-57, 23.3 ft.

Letters, memorandums, reports, and other correspondence from Boston (3.3 ft.), Killeen (3 in.), and Sandia (19.8 ft.) relating to a wide variety of functions and subjects. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Records from Boston are totally routine in nature, with much data on training of ROTC units. Material from Killeen is generally from the 600 level of the Decimal Filing System and contains data on maintenance, construction of a water tower, telephone equipment, and the like, but no maps or site plans. Files from Sandia are also mostly routine in nature, concerned with routine base administration and operation rather than with AFSWP or the development and testing of nuclear weaponry. Among the items are records from the 400 level on supply, requisitions, and disposal of excess property; records from the 100 and 200 levels on finances and personnel; and material from the 600 level on dependent housing and on maintenance and repair. However, Sandia also produced excellent historical records in 314.7, as well as maps of the base in the 600 level. 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 documenting 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. Historical reports in Decimal File 314.7 or elsewhere; maps or site plans filed in 600 level or elsewhere.

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

b. Records relating to environmental pollution.

Temporary. Destroy in 2036.

c. All other records.

Destroy immediately upon approval of this schedule.

7.

3. Sanitary Engineering and Correspondence Files, ca. 1951-53, 2 in.,
901-01

Reports and correspondence from the Boston Army Base consisting of reports of inspections of cafeterias, lists of approved bakeries, and monthly sanitary reports. The last documents problems, if any, with water and sewage, and may be useful in any study of environmental pollution at the Base.

a. Monthly sanitary reports.

Temporary. Destroy in 2036.

b. All other records.

Destroy immediately upon approval of this schedule.

4. Memorandums, ca. 1951-62, 3 ft., 227-01

Numbered and unnumbered near-print issuances from Boston, Killeen, and Sandia Bases, used for a variety of purposes, from promulgating significant administrative procedures to outlining short-term routine matters. Those from Boston (6 in.) are totally routine in nature. Most memorandums from Sandia (10 in.) are also routine, but several of the unnumbered memorandums, as well as one on fire prevention, have maps and site plans of the base attached. Memorandums from Killeen (1.6 ft.) contain a mixture of routine and valuable information. Non-classified issuances are all routine and housekeeping in nature; classified memorandums, however, in addition to routine material, also contain data on weapons assembly and salvage, radiation, disposal of radioactive waste, and significant operating procedures.

a. Classified memorandums from Killeen; memorandums from Sandia containing maps or site plans.

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

b. All other memorandums.

Destroy immediately upon approval of this schedule.

5. Legal Instruction Files, 1961, ¼ in., 401-01

Correspondence from Sandia Base Relating to the question of the testimony of military doctors at Sandia in civil suits, and whether these doctors could be subpoenaed. The discussion revolves around the legal authority of the state over personnel on military federal property within the state. There is also correspondence on what expenses should be paid for doctors who are subpoenaed. Decisions on these questions would be made on a level higher than Sandia Base.

Destroy immediately upon approval of this schedule.

8.

6. Bulletins, ca. 1951-59, 1.7 ft.,

227-01

Numbered issuances from Killeen, Sandia, and Boston used to convey official and unofficial information of an advisory, informative, or directive nature. The vast majority of these are Daily Bulletins providing routine, housekeeping types of data. The remainder consist of Supply Bulletins, listing items of equipment, and Information Bulletins, noting forms available or advising of minor procedural changes.

Destroy immediately upon approval of this schedule.

7. Circulars, ca. 1953-63, 8 in.,

227-01

Numbered, near-print issuances from Boston Army Base published for the purpose of providing operating instructions for the implementation of regulations. The information promulgated generally concerns routine procedures, and is often transitory in nature.

Destroy immediately upon approval of this schedule.

8. Letters, ca. 1955-56, 2 in.,

227-01

Numbered and unnumbered issuances from Sandia Base used to advise subordinate sections of changes in policies or procedures; provide them with information necessary to fulfill their mission; or outline routine, housekeeping procedures.

Destroy immediately upon approval of this schedule.