

*DMR*  
*12/10/86*

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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>                        |   | LEAVE BLANK   |  |
| TO <b>GENERAL SERVICES ADMINISTRATION</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |   | JOB NO.   | <i>NI-338-87-5</i> <del><i>R</i></del>   |
| 1 FROM (Agency or establishment)<br>Department of the Army  |   | DATE RECEIVED   | <i>10/8/87</i>   |
| 2 MAJOR SUBDIVISION<br>Sub-Areas  |   | NOTIFICATION TO AGENCY  |  |
| 3 MINOR SUBDIVISION   |   | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. |  |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><br>Marvin H. Kabakoff  | 5 TELEPHONE EXT<br>7-693-7216<br>8-273-7216 | DATE  | ARCHIVIST OF THE UNITED STATES<br><i>12/3/87</i> <i>Cebs</i><br><i>Laurence P. ...</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<br><b>18 SEP 1987</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>WR Boardman, CRM</i><br>W. R. BOARDMAN, CRM | D TITLE<br>Army Office Systems Manager |
|------------------------------|---|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><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 Sub-Areas. 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> |                                  |   |

Sub-Areas and Kasernes

Augsburg Sub-Area, ca. 1954-56, 4.5 cu. ft.  
Bad Kreuznach Sub-Area, ca. 1954-58, 3.6 cu. ft.  
Bamberg Sub-Area, ca. 1954-56, 2.1 cu. ft.  
Baumholder Sub-Area, ca. 1951-58, 1.7 cu. ft.  
Berchtesgaden Sub-Area, ca. 1951-60, 5.1 cu. ft.  
Calcote and San Miguel Area, Japan, ca. 1954-55, 2 in.  
Darmstadt Sub-Area, ca. 1950-55, 6.7 cu. ft.  
Frankfurt Sub-Area, ca. 1954-57, 4.2 cu. ft.  
Garmisch Sub-Area, ca. 1954-58, 5.5 cu. ft.  
Giessen Sub-Area, ca. 1954-57, 2.1 cu. ft.  
Grafenwohr Sub-Area, ca. 1954-56, 2.3 cu. ft.  
Hanau Sub-Area, ca. 1954-55, 2.4 cu. ft.  
Hohenfels Sub-Area, ca. 1954-56, 1.5 cu. ft.  
Kaiserslautern Sub-Area, ca. 1954-58, 1.1 cu. ft.  
Karlsruhe Sub-Area, ca. 1954-58, 3.1 cu. ft.  
Kassel Sub-Area, ca. 1954-56, 5 cu. ft.  
Kaufbeuren Sub-Area, ca. 1953-55, 8 in.  
Munich Sub-Area, ca. 1954-59, 2.8 cu. ft.  
Neureut Kaserne (Cantonment Area), ca. 1956-58, 1 in.  
New England Sub-Area, Boston, MA, ca. 1951-53, 11 in.  
New York-New Jersey Sub-Area, Ft. Totten, NY, ca. 1951-53, 2 cu. ft.  
Nurnberg Sub-Area, ca. 1954-58, 5.4 cu. ft.  
Pirmasens Sub-Area, ca. 1954-58, 2 cu. ft.  
Rhineland Kaserne, (Cantonment Area), 1960,  $\frac{1}{4}$  in.  
Schnaebisch Hall Sub-Area, ca. 1954-56, 3 cu. ft.  
Schweinfurt Sub-Area, ca. 1954-56, 11 in.  
Straubing Sub-Area, ca. 1954-56, 3.2 cu. ft.  
Stuttgart Sub-Area, ca. 1954-58, 3.3 cu. ft.  
Wurzburg Sub-Area, ca. 1954-57, 3.5 cu. ft.  
353rd Civil Affairs Area, New York City, 1962,  $\frac{1}{4}$  in.

Records Previously Appraised as PermanentAugsburg

General Orders, ca. 1954-56, 1 in.  
Unit History, 1954, 1 in.

Bad Kreuznach

General Orders, ca. 1954-58, 1 in.

Bamberg

General Orders, 1955-56, ½ in.

Baumholder

General Orders, 1954-58, 1 in.

Berchtesgaden

General Orders, ca. 1954-56, 1 in.  
SOP's, 1956-60, 1 in.

Darmstadt

General Orders, ca. 1954-55, 1 in.

Frankfurt

General Orders, ca. 1954-55, 1 in.  
SOP's, 1955, 1 in.

Garmisch

General Orders, ca. 1954-56, 1 in.

Giessen

General Orders, ca. 1954-57, 1 in.  
Organization Planning, 1956, 1 in.  
SOP's, ca. 1955-56, 2 in.

Grafenwohr

General Orders, ca. 1954-56, 1 in.  
Installation Diary Files, 1955, 2 in.  
Regulations, 1954, 1 in.

Hanau

General Orders, ca. 1954-55, 1 in.  
Military Historians Files, 1954, 3 in.

Hohenfels

General Orders, ca. 1954-56, 1 in.  
Military Historians Files, ca. 1955-56, 1 in.  
Operations Planning, ca. 1954-55, 1 in.  
Unit History, 1954, 1 in.

Kaiserslautern

General Orders, ca. 1954-58, 1 in

5.

Karlsruhe

General Orders, ca. 1954-58, 1 in.

Kassel

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1954-56, 2 in.

Operations Planning, ca. 1955-56, 1 in.

Organization Planning, ca. 1955-56, 1 in.

SOP's, 1955, ½ in.

Kaufbeuren

Unit History, ca. 1953-55, 1 in.

Munich

General Orders, ca. 1954-58, 1 in.

Organization Planning, ca. 1955-57, 2 in.

SOP's, ca. 1955-58, 1 in.

Unit History, 1956, 1 in.

New England

General Orders, 1951-53, 1 in.

Nurnberg

Command Reports, 1958, 1 in.

General Orders, ca. 1954-58, 1 in.

Military Historians Files, ca. 1954-57, 7 in.

Operating Program Progress Reports, 1958, 1 in.

Operations Planning, 1957, 1 in.

Pirmasens

General Orders, ca. 1954-58, 1 in.

Station List, ca. 1955-56, 1 in.

Schwaebisch Hall

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1954-56, 2 in.

Schweinfurt

General Orders, ca. 1954-56, 1 in.

Straubing

General Orders, ca. 1954-56, 1 in.

Operating Program Progress Reports, ca. 1954-56, 2 in.

SOP's, 1954, 1 in.

Stuttgart

General Orders, ca. 1954-56, 1 in.

Military Historians Files, ca. 1954-57, 9 in.

Operations Plannings, ca. 1954-57, 2 in.

Organization Planning, ca. 1954-55, 1 in.

SOP's, ca. 1956-57, 1 in.

6.

Wurzburg

General Orders, ca. 1954-57, 1 in.

Military Historians Files, 1954, 1 in.

Organization Planning, ca. 1954-57, 2 in.

353rd Civil Affairs Area

General Orders, 1962,  $\frac{1}{4}$  in.

7.

Items in this Schedule

1. Handbooks
2. Manuals
3. Procedural Standardization Files
4. General Correspondence
5. Memorandums
6. Hospital and Dispensary Correspondence
7. Directives
8. Letters
9. Circulars
10. Bulletins

8.

1. Handbook, 1954, ½ in., 227-01

Printed issuance of Stuttgart Sub-Area designed as an introduction to the organization for new arrivals. Included are a physical description of the Sub-Area, as well as organization and mission statements for the Sub-Area as a whole, and for each of its components.

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

2. Manuals, 1955, 1 in., 227-01

Printed issuance of Nurnberg Sub-Area used to describe organizational structure, and list mission, responsibilities, and functions of each subordinate section of the Sub-Area.

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

3. Procedural Standardization Files, 1954, 6 in., 216-03

Though listed on the indexes as "procedural standardization files", these records, from a variety of Sub-Areas, are actually SOP's, rather than studies or background papers. They therefore establish continuing policies, practices, procedures, responsibilities, and standards, and have previously been appraised as permanent.

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

4. General Correspondence, ca. 1950-56, 51.2 cu. ft., AR 345-220/18D  
and other items in  
AR 345-200 series

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of most Army Sub-Areas. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Hence, most of this material is routine in nature and archivally valueless, pertaining to the movement and housing of dependents, marriages to German nationals, commissaries, laundries, supplies, and similar mundane matters. Records from the 600 level are composed mostly of correspondence relating to the acquisition and disposition of German real estate, both land and buildings; some of these files contain drawings and site plans. This material includes some data on sewage treatment, water supply lines, and environmental pollution. For example, records from Pirmasens document the dumping of waste oil and grease into ditches. Despite the routing nature of the overwhelming majority of this series, some archival material is also included, often concerning relations between military personnel and German civilians. This is most often found in file number 0.7 and includes, for example, correspondence from Nurnberg on the alleged execution, by the

9.

U.S. Army, of German POWs at the end of World War II, and from Bad Kreuznach, on relations between the Army and the German government, both federal and local. File number 322.01, from Darmstadt, consists of Civil Affairs Operational Reports documenting relations between the Army and German civilians, often showing assistance provided by the military. Files from some Sub-Areas contain historical reports, in 314.7 or 319.1, and important data on the organization of the Sub-Area in 320.3. The remaining records in this series are all routine in nature. This item is applicable not only to Centralized General Administrative Files, Subject Files, and Correspondence 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. Site plans, generally in the 600 level; historical reports, in 314.7, 319.1, or wherever filed; organizational records in 320.3; and records on German-American relations, in 0.7 or 322.01.

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

b. Records relating to environmental pollution, generally found in 600 and 700 levels.

Temporary. Destroy in 2036.

c. All other records.

Destroy immediately upon approval of this schedule.

5. Memorandums, ca. 1954-60, 6.5 cu. ft.,

227-01

Numbered and unnumbered printed issuances from most Sub-Areas used for a variety of purposes, from promulgating routine policy directives, to prescribing short-term administrative procedures. Some memorandums include site plans of sections of the Sub-Area.

a. Site plans.

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

b. Memorandums.

Destroy immediately upon approval of this schedule.

10.

Hospital and Dispensary Correspondence, ca. 1954-55, 6 in., 901-01

Letters, reports, transmittals, and other correspondence from various German Sub-Areas relating to training, equipment, facilities, maintenance, and similar routine items, as well as to requests for medical records, and transmittals on corrected sick cards. All of the material is purely routine in nature.

Destroy immediately upon approval of this schedule.

7. Directives, ca. 1956-57, 2 in. 227-01

Numbered issuances from Giessen Sub-Area used to convey official and unofficial information relating to routine procedural activities. These records are quite similar to Daily Bulletins.

Destroy immediately upon approval of this schedule.

8. Letters, ca. 1955-57, 8 in., 227-01

Numbered and unnumbered print and near-print issuances from a variety of Sub-Areas, used to advise subordinate sections of changes in policies and procedures; provide them with information necessary to fulfill their mission; or outline routine, housekeeping procedures. Many of the letters are similar to Daily Bulletins.

Destroy immediately upon approval of this schedule.

9. Circulars, ca. 1954-60, 11 in., 227-01

Numbered issuances from a variety of Sub-Areas, published for the purpose of providing operating instructions for the implementation of regulations, generally pertaining to routine matters. The information promulgated is often transitory in nature, and most circulars have a short-term duration.

Destroy immediately upon approval of this schedule.

10. Bulletins, ca. 1954-59, 10.8 cu. ft., 227-01

Numbered, printed issuances from most Sub-Areas used to convey official and unofficial information of an advisory, informative, or directive nature. Issued for a plethora of routine purposes, generally housekeeping and short-term. The overwhelming majority of this series consists of Daily Bulletins.

Destroy immediately upon approval of this schedule.