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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 <i>N1-338-87-8</i>	DATE RECEIVED <i>5/5/87</i>
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <i>U.S. ARMY INFORMATION SYSTEMS COMMAND (AS-OPS-MR)</i> Armed Forces Institute		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>deputy chief of STAFF FOR OPERATIONS</i>			
4 NAME OF PERSON WITH WHOM TO CONFER Marvin H. Kabakoff	5 TELEPHONE EXT 7-693-7216 8-273-7216	DATE <i>5/10/88</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>12 Feb 88</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert P. [Signature]</i>	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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 SF 115 is a part of this effort.</p> <p>This schedule covers only those records located in NPRC created by the U.S. Army Armed Forces Institute. 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>		

7 items

Items in this Schedule

1. Manuals
2. Catalogues
3. General Correspondence
4. Course Publications
5. Memorandums
6. Bulletins

1. Manuals, ca. 1952-53, 2 in., 227-01

Printed issuances providing uniform policies and procedures, describing organizational structure, listing responsibilities and functions of each section, and providing mission statement and brief historical information on USAFI.

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

2. Catalogues, ca. 1942-65, 1 cu.ft., 227-01

Printed issuances of USAFI providing brief history of the organization, data on goals and methods, description of course offerings, and lists of affiliated colleges and universities. This series documents changes in mission and course offerings over the years.

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

3. General Correspondence, ca. 1951-58, 5.5 cu.ft., AR 345-220/18D

Letters, memorandums, reports, and other correspondence relating to a wide variety of functions and activities of USAFI. The vast bulk of this correspondence concerns ephemeral transactions and procedures relating to the day-to-day operations of the creating unit. Much of this routine material consists of budget estimates, requests for funds, correspondence on contracts and procurement, stock status reports, publications background files, strength reports, and data on space utilization. However, the series also includes histories of USAFI in file 001, annual reports and activities reports in 319.1, and detailed studies of testing procedures in 352.

a. Histories in file 001, annual reports and operational activities reports in 319.1, and studies of test procedures in 352.

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

b. All other records.

Destroy immediately upon approval of this schedule.

4. Course Publications, ca. 1942-67, 101 cu.ft.

Textbooks, study guides, workbooks, tests with answer sheets, and similar materials for USAFI courses, contained in envelopes arranged by course number. The guides, workbooks, and tests were created by USAFI. Some of the textbooks were also created by USAFI, but others, especially the hardbacks, were from civilian publishers and were standard high school or college texts. None of this material has archival value.

Destroy immediately upon approval of this schedule.

5. Memorandums, ca. 1953-55, 2 in., 227-01

Numbered near-print issuances used for a variety of routine purposes, generally relating to short-term administrative procedures.

Destroy immediately upon approval of this schedule.

6. Bulletins, ca. 1951-54, 1 in., 227-01

Numbered near-print issuances used to convey official and unofficial information of an advisory, informative, or directive nature. Generally used to outline minor procedural changes.

Destroy immediately upon approval of this schedule.