

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB #

NC1-338-79-2

DATE RECEIVED

9/20/79

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Daniel J. Rooney

5. TEL EXT

8-273-7248

OCT 1 1979

Date

James E. O'Neil
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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|-----------|---------------------------------------|--|
| C. DATE | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| 18 Sep 79 | <i>[Signature]</i> | JY B. OLDAKER Chief, Records Mgt Division TAGCEN |

| ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---------|---|---------------------|------------------|
| | <p>Located at the National Personnel Records Center (MPR), St. Louis, Missouri, are Army organizational records generally dating from 1950 thru 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>The purpose of this schedule is to provide for the destruction of series that are routine and recurring at all levels of command for which there are records at NPRC. The result will be improved efficiency and increased administrative ease in the appraisal and processing of the remaining records.</p> <p>The volume figures provided for each series are necessarily estimates based upon examination of records to date.</p> <p>Unless otherwise noted, the item numbers listed in column 9 correspond to those in AR340-18.</p> | | |

7 items

copy to Agency NEPM, NG, SE 105-79

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF 11

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| 1 | <p><u>Administrative Orders</u>, ca. 1951-63, 5 cu. ft.</p> <p>Numbered issuances relating to routine, short-term administrative, training, and housekeeping matters, such as administrative leave because of adverse weather conditions or routine procedures relating to summer training. These orders were frequently issued for the purpose of implementing general orders, special orders, memorandums, and other correspondence promulgated by higher headquarters, copies of which may be included in this series.</p> <p>Destroy immediately upon approval of this schedule.</p> | 227-01 | |
| 2 | <p><u>Registered Classified Document Destruction Certificate Files</u>, ca. 1951-63, 10 cu. ft.</p> <p>Documents reflecting the destruction of other agency non-cryptographic registered documents.</p> <p>Destroy immediately upon approval of this schedule.</p> | 505-12 | |
| 3 | <p><u>Field Command Operating Program Files (Budget Estimate Files)</u>, ca. 1951-63, 100 cu. ft.</p> <p>Budget estimates, schedules, directives, and other correspondence created by Army field commands for use in the preparation and defense of the Army budget. These files reflect priorities established by various levels of command and provide the budget justification and general plan for accomplishing command objectives. Includes budget estimate schedules that detail previous fiscal year appropriation items and project budget requirements for the next fiscal year.</p> <p>Destroy immediately upon approval of this schedule.</p> | AR 345-210/202-11 | |
| 4 | <p><u>Performance Evaluation Files</u>, ca. 1951-63, 50 cu. ft.</p> <p>Series consists of Performance Evaluation Statistical Reports listing and evaluating staff hours expended by various operational elements on various functions. Actual staff hours utilized are compared with the standard staffing requirements for the operation.</p> <p>Destroy immediately upon approval of this schedule.</p> | 603-07 | |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|--|---------------------------|--------------------|
| 5 | <p><u>Publications Background Files, ca. 1951-63, 150 cu. ft.</u></p> <p>Documents relating to the preparation, review, and issuance of regulations, memorandums, circulars, pamphlets, and comparable publications. Included are studies, coordinating actions, recommendations, concurrences, and similar documents that provide a basis for issuance or that contribute to the content of the publication. <u>NOTE:</u> This item is applicable only to records created by field organizations. It is not applicable to records created by HQDA.</p> <p>Destroy immediately upon approval of this schedule.</p> | 227-04 | |
| 6 | <p><u>Permanent Order Background Files, ca. 1951-63, 10 cu. ft.</u></p> <p>Documents relating to the preparation, review, and issuance of permanent orders. Included are studies; documents reflecting coordinating actions, recommendations, or concurrences; and similar documents that provide a basis for issuance or contribute to the content.</p> <p>Destroy immediately upon approval of this schedule.</p> | 227-15 | |
| 7 | <p><u>Personnel Control Background Data Files, ca. 1951-63</u> 20 cu. ft.</p> <p>Letters, memorandums, reports, and other correspondence relating to various personnel practices, such as assignments, authorizations for positions, and similar matters.</p> <p>Destroy immediately upon approval of this schedule.</p> | 201-01 & 603-07 | |