

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

Rec'd 9/20/79  
LEAVE BLANK

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

JOB NO. NC1-338-79-4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
OCT 1 1979 Date Acting <i>James E. O'Neil</i> Archivist of the United States

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

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 18 SEP 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE GUY B. OLDAKER Chief, Records Mgt Division TAGCEN
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7. 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 (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 disposition request is based upon the examination of records from several U. S. Army corps, both stateside and overseas. The degree of standardization of records series in both types of corps is quite high, although overseas corps did create several series, of insignificant volume, not created by stateside corps.</p> <p>Since every corps was not examined in detail, the volume given for each series extant in more than one corps is an approximation. The same is true for dates, although all the records were created ca. 1951-1965.</p> <p>Unless otherwise noted, the item numbers listed in column 9 are those in AR 340-18.</p>		27 items

Copy to agency, NNG, NCPM SE 10-5-79

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Armed Forces Assistance to Korea (AFAK) Project Case Files, ca. 1951-65, 10 cu. ft.</u></p> <p>Letters, instructions, project reports, bills of materials contracts, blueprints, photographs, and other correspondence relating to such AFAK projects as the construction of schools, libraries, hospitals, clinics, bridges, and orphanages for the people of the Republic of Korea. Also includes requests for materials to furnish completed projects and programs of dedication ceremonies.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1419-01	
2	<p><del><u>Operating Procedures Files (Procedural Standardization Operating Program Progress Reporting Files (Progress Analysis Files), ca. 1951-65, 7 cu. ft. Files, ca. 1951-65, 6 cu. ft.</u></del></p> <p>Studies, letters, memorandums, and other correspondence relating to the establishment of and changes in standard operating procedures. Include relevant standard operating procedures, administrative procedures manuals, and pertinent background correspondence.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	211-03 20802A	
3	<p><u>Periodic Intelligence Reports, ca. 1951-63, 1 in.</u></p> <p>Monthly reports of the status and movement of enemy troops based on information provided by a variety of sources. Series also contains estimates and analysis of the enemy situation based upon these reports.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	502-02	
4	<p><u>Counter-intelligence Spot Reports, ca. 1951-63, 1 in.</u></p> <p>Reports of events or incidents of special counter-intelligence interest, including unannounced security inspections, possible sabotage activities, overseas border incidents, sightings of enemy troops, lost weapons, and similar matters.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	502-02	

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
GSA GEN. REG. NO. 27

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5	<p><u>Letters of Instruction</u>, ca. 1951-63, 1 in.</p> <p>Issuances promulgated in the process of formulating operations plans or for the purpose of implementing specific parts of such plans. These issuances generally were addressed to individual units or facilities and provided detailed directions regarding their operational responsibilities.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	208-01	
6	<p><u>Maneuver Publications</u>, ca 1951-65, 2 cu. ft.</p> <p>Operations orders issued as part of and relating to Field Training Exercises (FTX) or Command Post Exercises (CPX). Included as annexes to the operations orders are maps of the geographical area of the exercise; diagrams of enemy troop positions; and periodic intelligence reports. Series contains some publications relating to joint exercises with the North Atlantic Treaty Organization (NATO).</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	208-01	
7	<p><u>Circulars</u>, ca. 1951-63, 3 cu. ft.</p> <p>Issuances published for variety of purposes, from promulgating significant policies and procedures that are directive in nature to circulating routine information that is transitory in duration. Circulars generally bear an expiration date not later than one year from the date of issue.</p> <p>a. Circulars directing significant policy or procedural actions or containing important information concerning the functions, operations, or activities of the creating unit.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule</p> <p>b. All other circulars: <u>Destroy</u> immediately upon approval of this schedule.</p>	227-01	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8	<p><u>Bulletins</u>, ca. 1951-65, 15 cu. ft.</p> <p>Numbered issuances used to convey official and unofficial information of an advisory, informative or directive nature. Issued by a variety of offices for a plethora of purposes, from providing significant instructional information to outlining minor procedural changes.</p> <p>a. Bulletins containing significant information concerning army functions and/or activities.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
9	<p><u>Memorandums</u>, ca. 1952-63, 15 cu. ft.</p> <p>Issuances used for a variety of purposes, from promulgating significant policy directives similar to regulations to prescribing short-term administrative procedures.</p> <p>a. Memorandums containing policies and responsibilities and prescribing administrative procedures of a continuing nature applicable only to the headquarters organization of the issuing element.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other memorandums.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
10	<p><u>Commander's Staff Conference Files</u>, ca. 1951-63, 6 in.</p> <p>Reports of staff conferences during which the commander reviewed problem areas and other matters of command interest ranging from executing major combat exercises to correcting minor administrative deficiencies.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	228-07	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11	<p><u>Administrative Subject Correspondence Files, ca 1951-65, 125 cu. ft.</u></p> <p>Letters, memorandums, reports, and other correspondence 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. This item is applicable not only to centralized General Administrative Files but also to the specific administrative subject correspondence files maintained by individual offices and relating only to their activities, e.g., Training Administrative Files, etc. This item is <u>not</u> applicable to organizational or operational planning files, which have previously been scheduled for permanent retention. <i>a. Overseas Corps. Permanent offer to NARS immediately upon approval of this schedule.</i> <i>b. Stateside Corps.</i> Destroy immediately upon approval of this schedule.</p>	AR 345-220/18 D and other items in the AR 345-200 series.	
12	<p><u>Personnel Control Background Data Files, ca. 1951-63, 3 in.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to various personnel practices, such as assignments, authorizations for positions, and similar matters. These records generally do not concern individual personnel although they may relate to a single position.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01	
13	<p><u>Periodic Operations Reports, ca. 1951-63, 3 in.</u></p> <p>Brief monthly reports of operations submitted by subordinate units. Reports include the composition and disposition of friendly forces, operations planned and conducted, results of such operations and estimate of current level of combat efficiency.</p> <p><i>Permanent offer to NARS immediately upon approval of this schedule.</i> <del>Destroy immediately upon approval of this schedule.</del></p>	V	
14	<p><u>Facilities Control Files, ca. 1951-63, 1 in.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to the condition, suitability, utilization, transfer, construction, repair, or closure of specific facilities.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01A	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15	<p><u>Army Exchange Historical Records</u>, ca. 1951-63, 6 in.</p> <p>Letters, memorandums, reports, minutes, and other correspondence reflecting the corps' role in the establishment and operations of post exchanges. Subjects include the construction of facilities, prices, liason with the Army and Air Force Exchange Service, and suggestions by advisory committees composed of commissioned and non-commissioned officers.</p> <p>Destroy immediately upon approval of this schedule.</p>	501-01  ✓	
16	<p><u>Administrative Orders</u>, ca. 1951-63, 1 in.</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>		
17	<p><u>Management Structure</u>, ca. 1951-65, 3 in.</p> <p>Publication which is a uniform classification of the functions of the corps and which provides the basis upon which data may be generated and accumulated in connection with programming, budgeting, and preparing required reports on program performance and cost, personnel utilization, and the like. Management Structure consists of a listing of names of functions and their code numbers; acceptable rate of production, if applicable; responsible organizational element; and special instructions applicable to the completion of specific reports.</p> <p>Destroy immediately upon approval of this schedule.</p>		
18	<p><u>Field Command Operating Program Files (Budget Estimate Files)</u>, ca. 1951-65, 7 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>	AR 345- 210/202- 11	

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
18 (cont)	Destroy immediately upon approval of this schedule.		
19	<p><u>Medical Daily Diary Files</u>, ca. 1951-65, 1 cu. ft.</p> <p>Documents reflecting events in chronological order. Included are journals, diaries, and similar or related documents.</p> <p>a. Medical daily diaries maintained by a commanding general or which reflect the activities of a unit engaged in combat operations or, in the case of a peacetime unit, the activities of the headquarters as a whole.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other medical daily diaries.</p> <p>Destroy immediately upon approval of this schedule.</p>	902-03	
20	<p><u>Daily Journal Files</u>, CA. 1951-65, 2 cu. ft.</p> <p>Documents reflecting a chronological record of events affecting a unit during a given period of time. Consists primarily of journals <sup>but</sup> may also include documents necessary to support the journal entries, such as copies of orders, personnel reports and the like.</p> <p>a. Daily journals maintained by a commanding general or which reflect the activities of a unit engaged in combat operations or, in the case of peacetime units, the activities of the headquarters as a whole.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p> <p>b. All other daily journals.</p> <p>Destroy immediately upon approval of this schedule.</p>	228-09	
21	<p><u>Veterinary Inspection Reporting Files (Veterinary History of Station Files)</u>, ca. 1951-65, 2 cu. ft.</p> <p>Documents reflecting the poundage of subsistence products inspected, food producing establishment inspected, type of inspection, explanations of unusual amounts of rejections or significant trends, and related information. Included are inspection reports, reports of corrective action taken, and similar or related documents.</p> <p>Destroy immediately upon approval of this schedule.</p>	928-02	