

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec 9/20/79

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

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JOB NO
NCL-338-79-5

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 *James E. O'Neill*
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 SIGNATURE OF AGENCY REPRESENTATIVE *Guy B. Oldaker* E. TITLE GUY B. OLDAKER
Chief, Records Mgt Division
TAGCEN

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 divisions, both stateside and overseas. The degree of standardization of records series in both types of divisions is quite high, although overseas divisions did create several series, of insignificant volume, not created by stateside divisions.</p> <p>Since every division was not examined in detail, the volume given for each series extant in more than one division 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 240-18.</p>		<p>44 items</p>

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 Subject Correspondence Files</u>, ca. 1951-65, 240 cu. ft.</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 files maintained by individual offices and identified on NPRC finding aids as Training, Intelligence, etc., Administrative Files. Those individual files which document long-range planning, organizational, and policy matters have previously been scheduled for permanent retention. Consequently, this item is <u>not</u> applicable to them.</p> <p>Destroy immediately upon approval of this schedule.</p>	AR 345-220/18D and other items in AR 342-200 series	
2	<p><u>General Orders</u>, ca. 1951-65, 45 cu. ft.</p> <p>Numbered issuances relating to material of general interest, permanent or semipermanent in duration, and pertaining to the establishment, redesignation, inactivation, reorganization, reassignment, or discontinuance of commands, installations, agencies, and activities; or to the announcement of individual assignments, retirements, or awards, decorations, and unit citations.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-16	
3	<p><u>Regulations</u>, ca. 1956-65, 9 cu. ft.</p> <p>Numbered issuances containing policies and responsibilities, and prescribing administrative procedures not covered in Department of the Army (DA) regulations. Directive in nature, command-wide in application, and long-term in duration, these are key policy documents.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	

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JOB NO

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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
4	<p>Memorandums, ca. 1951-65, 28 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	
5	<p>Bulletins, ca. 1951-65, 20 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 division functions and/or activities.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p>b. Daily bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p> <p>c. All other bulletins.</p> <p>Destroy 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
6	<p><u>Circulars</u>, ca. 1951-65, 40 cu. ft.</p> <p>Numbered issuances utilized to establish the organization and function of specialized units for ongoing routine activities, such as guard duty or courtesy patrols; and to outline administrative procedures for the implementation of field army circulars. Circulars generally contained an automatic suspension date one year after the date of issuance.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
7	<p><u>Command and Staff Directives</u>, ca. 1954-60, 1 cu. ft.</p> <p>Numbered issuances specifying division mission and providing command direction for various functions, including training, utilization of personnel, and administration of military justice.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
8	<p><u>Standard Operating Procedures</u>, ca. 1951-65, 6 cu. ft.</p> <p>Issuances establishing continuing policies, practices, procedures, responsibilities, standards, and instructions. These are internal documents used by individual units and offices to perform their mission from day to day.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	227-01	
9	<p><u>Manuals</u>, ca. 1951-65, 10 cu. ft.</p> <p>Issuances prescribing uniform policies and procedures, establishing programs, describing organizational structure, and listing responsibilities and functions. These are in printed form and are distributed to many units to serve as operational reference guides for the implementation of directives.</p> <p><u>Permanent.</u> Offer to NARS 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
10	<p><u>Weekly Directives, 1953-60, 1 cu. ft.</u></p> <p>Issuances published to disseminate current information on routine activities, such as holiday observances, colors of name tapes, schedules of events, personal financial matters, and similar matters. Similar to official daily bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
11	<p><u>Reenlistment Newsletters, ca. 1951-60, 3 cu. ft.</u></p> <p>Brief monthly issuances containing information concerning the divisional reenlistment program. Includes such information as monthly statistics, reenlistment trends, and changes in applicable regulations.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
12	<p><u>Training Notes, ca. 1951-63, 6 cu. ft.</u></p> <p>Issuances providing training observations and ideas, published to provide information and guidance for subordinate units and to establish uniform goals and procedures.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
13	<p><u>Gyroscope Bulletins, 1955-56, 6 in.</u></p> <p>Issuances outlining procedures for move overseas of 3rd Armored Division from Ft. Knox to Frankfurt. Subjects include personnel and administration; intelligence; operations and training; and supply and logistics. "Gyroscope" was the name of a new USDA policy under which whole units, rather than individual soldiers, were rotated overseas.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
14	<p><u>Gyroscope Operations Orders, ca. 1956, 1 in.</u></p> <p>Orders implementing the movement of 3rd Armored Division from Ft. Knox to Frankfurt.</p> <p>Destroy 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
15	<p><u>Station Lists</u>, ca. 1951-63, 5 cu. ft.</p> <p>Issuances containing geographical lists of all installations, activities, and administrative area units located within division area.</p> <p>Destroy immediately upon approval of this schedule. <i>Permanent. Offer to NARS immediately upon approval of this schedule.</i></p>	227-01	
16	<p><u>Daily Journals</u>, ca. 1951-63, 9 cu. ft.</p> <p>Documents reflecting a chronological record of events affecting a unit during a given period of time. Consists primarily of journals but 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	
18	<p><u>Newspapers</u>, ca. 1951-65, 23 cu. ft.</p> <p>Authorized army publications for officers and enlisted personnel of divisions. Contain news and information on division social, military, and sports activities; developments in military technology; and activities of other Army units. Also include informational and educational articles on customs of and events in local civilian community.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	413-05 404-00	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
19	<p><u>Command Report Files</u>, ca. 1951-63, 4 cu. ft.</p> <p>Annual reports documenting in summary form the activities of the division and its subordinate units. Includes explanatory chronologies of commanders, missions, and events for division headquarters as a whole, and general and special staff sections individually.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-07	
20	<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	
21	<p><u>Personal Correspondence of General L. L. Lemnitzer</u>, July - October, 1951, 1 in.</p> <p>Outgoing correspondence of Commanding General, 11th Airborne Division, to family, friends, and high-ranking Army officers. Correspondence primarily relates to official division activities and includes messages to subordinate officers on various procedural matters.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-13	
22	<p><u>Chronological Correspondence Files</u>, ca. 1951-61, 2 cu. ft.</p> <p>Chronological file of incoming and outgoing correspondence of the commanding general and assistant division commander of the 11th Airborne Division. Subjects include division activities, congressional inquiries regarding individual soldiers, community relations, and various administrative matters. There is also some personal correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p> <p><i>Permanent offer to NARS immediately upon approval of this schedule.</i></p>	228-13	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
23	<p><u>Statistical Chart of Trainee Processing Center Activities</u>, ca. 1955, 1 in.</p> <p>Publication containing organizational and functional charts of trainee center, statistical information on trainees, courts-martial; and military strength; trainee calendars; and a summary of center activities during the year.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	1001-01	
24	<p><u>Installation Reports</u>, ca. 1953-55, 8 in.</p> <p>Monthly issuances providing statistical and analytical material for review and analysis of programs; graphically presented data to aid in current and future planning; and operations of divisions and installations.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	228-10	
25	<p><u>Performance Evaluation Files</u>, ca. 1951-63, 15 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	
26	<p><u>Map Distribution Policy File</u>, ca. 1953-63, 2 cu. ft.</p> <p>Correspondence specifying conditions and authority for release and issuance of maps and related publications. Includes requests for printing.</p> <p>Destroy immediately upon approval of this schedule.</p>	516-24	

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
27	<p><u>"Japanese Defense of Cities", July 1, 1945, 1/2 in.</u></p> <p>Published narrative report on the Japanese defense of cities as exemplified in the Battle for Manila. The report describes and appraises defensive installations, weapons and their employment, and tactics and techniques used by the Japanese. The report also discusses both the general plan and specific methods used by the American Army in its assault. Included as annexes are numerous maps, charts, and photographs.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
28	<p><u>History of the Luzon Campaign, 1945, 1/2 cu. ft.</u></p> <p>Reports, field orders, maps, and other documents relating to the activities of 11th Airborne Division Artillery in the Luzon campaign. Includes unit histories based on daily staff reports prepared during campaign and describing combat incidents and events and daily journals of messages sent to and received from the front during battle. Operation orders illustrate planning for the campaign and contain annexes on landings, guerilla activities, and intelligence information.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
29	<p><u>History of the Leyte Campaign, 1944, 1 in.</u></p> <p>Narrative history of the 311th Parachute Infantry Regiment's part in the Leyte Campaign, containing descriptions of training and staging of the campaign; tactical planning; actual combat operations; and lessons learned, especially regarding jungle warfare. Includes daily journals from the battlefield; transcripts of messages to and from the front; roster of officers; casualty lists; maps; and drawings of troops positions.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		

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30	<p><u>Country Law Studies Files, 1962-63, 1/2 in.</u></p> <p>Letters, memorandums, forms, and other correspondence relating to German criminal jurisdiction over United States civilian personnel and military dependents accused of violating German laws, and to the effect of legislation of the Federal Republic of Germany on American military and civilian personnel. Includes copies of NATO-German agreement on jurisdiction, and copies of proposed and actual statutes of the legal code of the Federal Republic.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	405-01	
31	<p><u>Correspondence Relating to Labor Union Activities, 1955-56, 1 in.</u></p> <p>Letters, memorandums, reports, and other correspondence relating to unions of Japanese workers at United States Armed Forces facilities in Japan. Subjects include relations among the unions, the Japanese government, and the Army; strike activity by Japanese workers; negotiations concerning reductions in force; Army accusations of communists in union leadership; changes in employment practices; and pay. Series includes originals and translations of Japanese newspaper articles and of union bulletins and leaflets.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>		
32	<p><u>Counter - Intelligence Spot Reports, ca. 1959, 1 in.</u></p> <p>Reports of actual or presumed instances of activity of special counter-intelligence interest, such as contacts with enemy patrols and the sighting of various types of equipment of those forces. Series includes drawings of equipment and insignia of opposing forces.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	503-06	

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34	<p><u>Registered Classified Document Destruction Certificate Files, ca. 1951-63, 2 cu. ft.</u></p> <p>Documents reflecting the destruction of other agency non-cryptographic registered documents.</p> <p>Destroy immediately upon approval of this schedule.</p>	505-12A	
36	<p><u>Armed Forces Assistance to Korea (AFAK), ca. 1950-65, 1 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 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	

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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
37	<p><u>Minutes of Council Meetings</u>, ca. 1950-65, ½ in.</p> <p>Minutes of meetings of various intra-divisional councils concerned with administrative matters not related to major functional programs. Includes minutes of safety council and menu board meetings.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
38	<p><u>Medical Daily Diary Files</u>, ca. 1953-65, 5 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>		
39	<p><u>Professional Staff Programs</u>, 1953-55, 2 in.</p> <p>Monthly publications of schedules for clinics, ward rounds, and other medical and surgical services at Army hospitals. Also includes names of members of hospital education committee and civilian consultants.</p> <p>Destroy immediately upon approval of this schedule.</p>		

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40	<p><u>Field Command Mobilization Program Planning Files,</u> ca. 1951-63, 3 in.</p> <p>Documents accumulated by divisions in the fulfillment of their mobilization responsibilities. Series includes plans annexes thereto, and related correspondence.</p> <p>Destroy immediately upon approval of this schedule.</p>	AR 245-210/201-26	
42	<p><u>Publications Background Files,</u> ca. 1951-63, 1 cu. ft.</p> <p>Drafts, memorandums, concurrences, and other correspondence relating to the preparation and publication of various publications.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-04	
43	<p><u>Intelligence Reporting Files,</u> ca. 1951-63, 6 in.</p> <p>Periodic intelligence reports of enemy actions and capabilities and of counter-intelligence activities by creating unit. Series also includes intelligence estimates and analyses of expected enemy actions.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	502-02	