

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Me 9/14/79*  
LEAVE BLANK

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

JOB  
NCL-338-79-6

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 *Oct 1 1979*  
*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

Marvin H. Kabakoff

5. TEL EXT

07-673-7248  
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 <i>10/29/79</i>	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 of several U. S. Army brigades, both stateside, and overseas. The degree of standardization of records for all brigades is quite high. Consequently, the authority granted by this SF 115 is applicable to all similar record series in all brigades.</p> <p>Since every brigade was not examined in detail, the volume given for each series extant in more than one brigade is an approximation. The same is true for dates, although all the records were created ca. 1951-1966.</p> <p>Unless otherwise noted, the item numbers listed in column 9 are those in AR 340-18.</p>		<i>29 items</i>

*Copy to agency  
NNG, NCPM 10-571 SE*

## 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
1	<p><u>Administrative Subject Correspondence Files, ca. 1951-63,</u> 5 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, <del>Intelligence, etc.</del>, 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 345-220/18 D and other items in AR 342-200 series	
2	<p><u>Instruction Files, ca. 1959-65, 1 cu. ft.</u></p> <p>Memorandums, letters, and other correspondence relating to the establishment of continuing procedures and the interpretation and implementation of higher level command directives. Most individual instruction files consist <u>only</u> of the relevant and appropriate brigade memorandums, which simply provided for the implementation of higher command directives. Additional documents contained in several instruction files consist of correspondence with higher commands and other records relating to ongoing procedures and practices for relatively specific transactions, e.g. holiday safety programs, quantity distance waiver requests, barracks security, potential security risks, and personnel security clearances.</p> <p>Destroy immediately upon approval of this schedule.</p>	201-01 and other items	
3	<p><u>General Orders, 1950-66, 6½ cu. ft.</u></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>	227-16	

## Request for Records Disposition Authority - Continuation

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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
3	<u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.		
4	<u>Regulations, ca. 1954-66, 7 in.</u>  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.  <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.	227-01	
5	<u>Circulars, ca. 1956-64, 2 in.</u>  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.  Destroy immediately upon approval of this schedule.	227-01	
6	<u>Bulletins, ca. 1951-66, 3 cu. ft.</u>  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.  a. Bulletins containing significant information concerning division functions and/or activities.  ! <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.  b. Daily bulletins.  Destroy immediately upon approval of this schedule.	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>c. All other bulletins.</p> <p>Destroy immediately upon approval of this schedule.</p>		
7	<p><u>Command Doctrines</u>, ca. 1961-62, <math>\frac{1}{2}</math> in.</p> <p>Printed manual providing basic principles and interpretative guidelines in areas of leadership, training and operations, safety, maintenance and supply, security, and administration. Series includes correspondence with subordinate commands regarding implementation of command doctrines.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
8	<p><u>Brigade Annual Review</u>, ca. 1959-60, <math>\frac{1}{2}</math> in.</p> <p>Issuance reviewing yearly command-wide performance, comparing performance with that of previous year, and providing reasons for increases or decreases. Command goals are cited as yardsticks for performance, and progress trends and areas requiring increased emphasis are indicated.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	227-01	
9	<p><u>Standard Operating Procedures</u>, ca. 1954-61, 2 in.</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	

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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
10	<p><u>Command Report Files, ca. 1953-63, 2 in.</u></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	
11	<p><u>Newspapers, ca. 1952-65, 2 cu. ft.</u></p> <p>Authorized army publications for officers and enlisted personnel of brigades. 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><i>a) Berlin Brigade --</i> <u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p> <p><i>b) All others -- Temporary. Destroy in accord with FM 413-05B.</i></p>	<del>228-07</del> 413-05	
12	<p><u>Conference Files, ca. 1956-65, 1 in.</u></p> <p>Letters, memorandums, reports, agendas, records of proceedings, and other correspondence relating to brigade-sponsored conferences on a variety of topics. Included are records of commanders' conferences, which were held to give commanders the opportunity to discuss problems jointly with the commanding general and the brigade staff, and to allow the brigade staff to consider problems common to the operations of all subordinate units.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	203-03	
13	<p><u>Project Construction Files, ca. 1954-60, 20 cu. ft.</u></p> <p>Documents created in connection with the planning, design, and construction of specific projects, and pertaining to civil works and other construction projects, such as schools, and attendant playing fields, bridges, access roads, golf courses, and missile sites. Included are project reports and cost estimates, planning schedules; plans</p>		

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13	<p>and specifications; reports; safety inspections; logbooks; blueprints, drawings, maps and photographs; lists of manpower and material requirements; and pertinent memorandums and correspondence.</p> <p><i>TEMPORARY. Destroy in accord with</i>  <del>Permanent. Offer to NARS immediately upon approval of this schedule.</del>  <i>GRS 22, Item 2b.</i></p>		
14	<p><u>Unit Award Case Files</u>, ca. 1965, 2 in.</p> <p>Letters, memorandums, programs reports, and other correspondence relating to the recommendation, review, and approval or disapproval of awards to units. Includes histories and ratings of units nominated, descriptions of awards, and reasons why particular units won certain awards.</p> <p><u>Permanent</u>. Offer to NARS immediately upon approval of this schedule.</p>	604-03	
15	<p><u>Memorandums</u>, ca. 1951-66, 6½ cu. ft.</p> <p>Issuances used for a variety of routine administrative purposes, and usually based on, or providing for the implementation of higher level echelon memorandums, regulations, or circulars. Those not based specifically on higher level directives are facilitative in nature.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
16	<p><u>Letters</u>, ca. 1953-64, 5 in.</p> <p>Numbered issuances, based on higher level directives and transitory in nature, used to provide instructions on routine matters and to implement procedures established at a higher level.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	

## Request for Records Disposition Authority - Continuation

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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
17	<p><u>Office Instructions</u>, ca. 1954, ½ in.</p> <p>Numbered issuances relating to procedures for routine housekeeping activities, such as preparation and routing of correspondence, and procedures for security indoctrination.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
18	<p><u>Field Command Operating Program Files</u> (also known as <u>Budget Estimate Files</u>), ca. 1951-63, 3in.</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	
19	<p><u>Air Defense Site Physical Security Files</u>, ca. 1961-62, 2 in.</p> <p>Reports, letters, and other correspondence relating to unauthorized instructions and other violations of physical security at Nike missile bases and other stateside air defense sites, as well as records of investigations of these incidents. Series includes routine administrative correspondence on protective lighting, personnel for guard and security systems, and use of sentry dogs.</p> <p>Destroy immediately upon approval of this schedule.</p>	502-02	
20	<p><u>Daily Journal Files</u>, ca. 1958-65, 4 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>	228-09	

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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
20 (cont'd)	<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>		
21	<p><u>Registered Classified Document Destruction Certificate Files, ca. 1951-59, 1 cu. ft.</u></p> <p>Docuemnts reflecting the destruction of other agency non-cryptographic registered documents.</p> <p>Destroy immediately upon approval of this schedule.</p>	505-12A	
22	<p><u>Work Simplification Proposal Files, ca. 1963-65. 6 in.</u></p> <p>Documents relating to the analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, actions taken on proposals, and related documents.</p> <p>Destroy immediately upon approval of this schedule.</p>	216-03	
23	<p><u>Medical Daily Diary Files, ca. 1953, 1 in.</u></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	

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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
24	<p><u>Intelligence Report Files, ca. 1954-62, 10 in.</u></p> <p>Periodic <del>complications</del> <i>compilations</i> of reports by G-2 Section on activities relating to national security and relations between U. S. troops and civilian populations. Bulk of series was created by the Berlin Brigade and concerns Soviet military intelligence activities and those of German Democratic Republic troops. Series also includes microfilmed intelligence reports of the 24th Infantry Division Airborne Brigade in Lebanon in 1958.</p> <p><i>P</i> <u>Permanent.</u> Offer to <u>NARS</u> immediately upon approval of this schedule.</p>	503-06	
24 25.	<p><u>Command Program Files, ca. 1955-57, 2 in.</u></p> <p>Numbered issuances outlining specific command programs in summary form, stating the broad objectives and establishing the general policies of these programs.</p> <p><u>Permanent.</u> Offer to <u>NARS</u> immediately upon approval of this schedule.</p>	227-01	