

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instruction on reverse)

9/20/79
BLANK
JOB NO
NCL-338-79-7
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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'Neil*
Archivist of the United States

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
Gregory A. Pomcier

5. TEL EXT
07-693-7248
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 *18 SEP 1979*

D. 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 (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>This disposition request is based upon an examination of the records of numerous U.S. Army groups and regiments, both stateside and overseas. The standardization of record series throughout the Department of the Army during this period was of such a high order that the records of other Army groups and regiments are not appreciably different from those examined. Consequently, the authority granted by this SF 115 is applicable to all similar record series for all groups and regiments.</p> <p>Since every group and regiment was not examined in detail, the volume given for each series is an approximation for all groups and regiments combined. The same is true for dates although all the records were created ca. 1951-65</p> <p>Unless otherwise noted, the item numbers listed in column 9 are those in AR 340-18.</p>		<i>13 items</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><u>Intelligence Report Files, 1960, 6 in.</u></p> <p>Reports resulting from the collection, evaluation, and analysis of domestic intelligence and information about activities or conditions in the United States which presumably threaten internal security. Topics include the activities of the Klu Klux Klan, National Committee for a Sane Nuclear Policy, Foreign Policy Association, and other organizations and individuals.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	502-02	
2	<p><u>Counter - Intelligence Spot Report Files, 1956-57, 1 ft.</u></p> <p>Reports of actual or presumed instances of activity of special counter-intelligence interest, such as Communist Party activities in foreign countries, foreign nationals' opposition to U. S bases in their country, and similar matters.</p> <p><u>Permanent.</u> Offer to NARS immediately upon approval of this schedule.</p>	503-06	
3	<p><u>Administrative Subject Correspondence Files, ca. 1951-65, 80 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 files maintained by individual offices and identified on MPR 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.	
4	<p><u>Publication Background Papers, ca. 1951-1965, 30 cu. ft.</u></p> <p>Drafts, memorandums, and concurrences, time and labor estimates, editorial comments, and other correspondence relating to the preparation and publication of circulars, bulletins, and technical manuals.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-04	

Request for Records Disposition Authority--Continuation

J NO

PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5	<p><u>Medical Daily Dairy 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 dialy 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 dialy diaries.</p> <p>Destroy immediately upon approval of this schedule.</p>	902-03	
6	<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 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	
7	<p><u>Operating Procedure File</u>, ca. 1951-65, 1 cu. ft.</p> <p>Reports and correspondence relating to the establishment of and changes in operating procedures and associated standard operating procedures. Included are proposals for improvement, flow process charts, and copies of standard operating procedures.</p> <p>Destroy immediately upon approval of this schedule.</p>	208-03	

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8	<p>Weekly Directives, ca. 1951-65, 1 cu. ft.</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	
9	<p><u>Bulletins</u>, ca. 1951-65, 12 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 routine purposes, such as outlining minor procedural changes and conveying information on unit activities.</p> <p>Destroy immediately upon approval of this schedule.</p>	22701	
10	<p><u>Circulars</u>, ca. 1951-65, 1 cu. ft.</p> <p>Numbered issuances utilized to establish the organization and functions 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 contain an automatic suspension date no later than one year after the date of issuance.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	
11	<p><u>Memorandums</u>, ca. 1951-65, 15 cu. ft.</p> <p>Issuances originating from various staff offices pertaining to a variety of routine and short term administrative matters. Topics include such subjects as instructions for preparing reports, procedures for carrying out day-to-day operating functions, and changes to established instructions and operating procedures.</p> <p>Destroy immediately upon approval of this schedule.</p>	227-01	